



Housing Counseling Services, Inc.

2410 17th St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009
202-667-7006 • www.housingetc.org

D.C. Department of Housing and Community Development
Single Family Residential Rehabilitation Program * Senior Citizen Home
Improvement and Repair Program * Handicapped Accessibility
Improvement Program Application

DOCUMENT CHECKLIST

Include all of the following documents with your application.

Failure to provide all necessary documents will result in a delay in the processing or rejection of your application. Provide a written explanation for any required documents that are not submitted with this application.

Income Verification

- Last two (2) years of federal tax returns including all attachments (W-2, 1098,1099) for all adults living in the household
- Last two (2) years of district tax returns including all attachments for all adults living in the household
- If self-employed, three years of federal tax returns and year-to-date profit and loss statement
- Current income verification for all adult household members:
 - • Four most recent pay stubs for all jobs
 - • Copy of award letters (SS, SSI, TANF, pension, etc.)
 - • Proof of receipt of child support or alimony
 - • Transcript for any household member over 18 enrolled in school
- Proof of liquid assets for all adult household member:
 - • Copy of 30 day transaction history/bank statements for any and all accounts
 - • Verification of ownership of stocks/bonds
 - • Statements for all Certificates of Deposits/IRAs or other assets

Credit Verification

Current credit report with in 60 days from all 3 bureaus. If you would like HCS to pull your credit report, the fees are as follows:

3 bureau [] Individual \$14.00 [] Joint \$25.88

Please provide payment with one of the following: credit card, debit card, check or money order. Your Housing Counselor will stamp our name (HCS) on the payable line for check/money order payments. **CASH PAYMENTS ARE NOT ACCEPTED.** Please complete spouse's information for joint credit reports only. **THERE IS A BANK FEE OF \$6.00 FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS.**



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- If applicable, a written explanation of any property liens, collections, judgments, charge-offs, or late payments. Provide verification of any discrepancy on the credit report.

DOCUMENT CHECKLIST (reverse side)

- If applicable, complete bankruptcy package with proof of discharge
- Evidence of an inability to obtain private financing for the repair (e.g., denial letters for home equity loan/line of credit application) **REQUIRED**

Property Information

- Property Deed (not the Deed of Trust). A copy may be found at the D.C. Recorder of Deeds
 - • If the property is jointly owned and one owner is deceased, provide a copy of the death certificate
 - • If the property is jointly owned and other owner(s) live elsewhere, provide proof of residence for that owner/those owners and the Affidavit for Co-owners Not Residing at the Property. Note: all owners must sign the application for assistance regardless of whether they reside at the property or not
- Most recent mortgage statement for any liens on property
- Deed Of Trust
- Settlement statement for any mortgage settled during the last twelve months (including refinancing, home equity loan, second trust loan, etc.)
- Copy of homeowner's current fire/hazard insurance policy indicating that the policy is current as of the date of application
- If available, most recent property tax statement.
- If applicable, a copy of any lead-based paint testing results, inspections, risk assessments, and/or child's blood test results showing an elevated blood lead level

Household Information

- Birth certificates for all dependents
- Photo identification with proof of age for all applicants: driver's license/non-driver's license ID, passport, other official photo ID
- If applicable, HAIP Attending Physician's Report (included) *Need to inform 3-pg form
- Other: _____



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