



# Housing Counseling Services, Inc.

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## 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 (3) years of federal tax returns and year-to-date profit and loss statement.
- Current income verification for all adult household members:
  - Pay stubs for the last (2) months (for all employment)
  - 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:
  - Bank statements for the last 2 months-Please provide ALL pages for all accounts
  - Verification of ownership of stocks/bonds
  - Statements for all Certificates of Deposits/IRAs or other assets

#### Credit Verification

- Current credit report (within last 60 days) from all three (3) bureaus. If you would like HCS to pull your credit report, the fees are as follows:  
3 bureau [ ] Individual \$15.71 [ ] Joint \$29.29
- 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 FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS.**
- 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.
- 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)

**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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