

HHRP APPLICATION CHECKLIST

PURCHASE ASSISTANCE

1. Completed SHIP application for disaster funding _____.
2. Completed full SHIP application package _____.
3. Copy of driver's license for all occupants _____.
4. Copy of social security card(s) for all occupants (If 18 or older, must be signed) _____.
5. Proof of income;
 - a. Current Social Security Award letter(s) Amount: _____ _____.
 - b. Employment Payroll Account Statements - past SIX MONTHS _____.

- c. Monthly Retirement Account Statements - federal, state, etc. Amt: _____ _____.
 - d. Any other income statement(s) - disability, IRA, W2, etc. _____.
 - e. Federal Income Tax Return _____.
6. Past six (6) months of CHECKING account bank statements _____.

_____ /6 = 6 month average _____

7. Current month (1 only) SAVINGS account statement _____.

_____ Interest Rate = _____

8. Proof of number of dependents claimed by bringing your Federal Income Tax Return and one of the following;

- a. Birth certificate on which the parent/applicant's name is listed _____.
- b. School records on which the parent/applicant's name is listed _____.
- c. Court-ordered Letter of Guardianship _____.
- d. Divorce Degree _____.
- e. Letter of Adoption _____.
- f. Social Security Card(s) _____.
- g. Proof of income (social security award letter and/or pay stubs) _____.

9. Proof of property ownership, if applicable (this may include a copy or original of **one** of the following items;

- a. Warranty Deed _____.
- b. Quit-Claim Deed _____.
- c. Life Estate _____.

10. Assets (Other than Checking and Savings) Including: 401K/Retirement Account- IRA-Life Insurance Policies:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. Also needed to process the package;

- a. Tax Records - proof property taxes paid or Homestead Tax Exemption _____.
- b. Current Quote for New Home Owner's Insurance Policy (Must list Gulf County Board of County Commissioners as a loss payee) _____.

12. Do you have a pre-approved loan? If so, provide a copy of pre-approval and amount. _____.

13.

Joe Paul or Lynn Lanier, Ship Administrator - Ship Days and Times of Operation: Monday -Thursdays - 7:30 am – 5:00 pm (Eastern)
Please call for an appointment.

(850) 229-6125 Phone (850) 229-7180 Fax EMAIL: ship@gulfcounty-fl.gov