

HHRP APPLICATION CHECKLIST - REHABILITATION

1. Completed SHIP application package (to include all Release of Information Forms) _____.
2. Copy of driver's license for all occupants _____.
3. Copy of social security card(s) for all occupants _____.
4. Proof of income;
 - a. Current Social Security Award letter(s) _____.
 - b. Employment Payroll Account Statements - past SIX MONTHS

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

_____ /6 = 6 month average _____
6. Current month (1 only) SAVINGS account statement _____
_____ Interest Rate = _____
7. 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) _____.

8. Proof of property ownership (this may include a copy or original of **one** of the following items;

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

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10. Also needed to process the package;

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

11. FEMA Letter of Qualification or Denial (If funding is provided by FEMA, this funding must be used for the purpose in which it was given and will need to be presented at closing). _____.

12. Have you ever had a S.H.I.P. loan before? _____ Yes _____ No

- a. If yes, what date? _____