

Bourne Housing Rehabilitation FY2013

APPLICATION PROCEDURE

STEP 1 Submit the following documents as applicable:

1. Application – 6 pages
2. Affidavit Regarding Conflict of Interest
3. IRS 4506-T Request
4. Copy of property deed
5. Copy of first page of all mortgages
6. Proof of paid Home Owners & Flood Insurance – from insurance company
7. Social Security Benefit Letter
8. Veteran' Benefit Letter
9. Child Support/Divorce Decree
10. Alimony
11. Principal Borrower Acceptance of the Housing Program Terms

STEP 2 Grant Coordinator will review application and upon receipt the IRS transcripts, a second set of supporting documents will be requested from you.

STEP 3 Submit these additional documents as applicable:

1. Applicant Credit Check Release Form
2. 8 paychecks stubs - must be the most recent available and consecutive
3. 8 unemployment stubs - must be the most recent available and consecutive
4. Pension – last two month's statements
5. Mutual Funds – last two month's statements
6. IRA's – last two month's statements
7. ALL bank statements – last two month's statements – all pages