

Home Repair Application
DOCUMENTATION CHECKLIST AND TRACK SHEET



Homeowner Name: _____

SUBMIT PHOTOCOPIES OF YOUR PERSONAL DOCUMENTS, NOT ORIGINALS:

We will not allow applicants to make photocopies at our office.

Applications must be submitted in the order requested below.

I. HFHGS-PROVIDED MATERIALS

- DOCUMENTATION CHECKLIST – this form
- HFHGS HOME REPAIR APPLICATION PACKET

II. IDENTIFICATION (Note: We will need to see originals of all ID documents at a later stage in the process)

- APPLICANT - CA Driver License or Identification Card
- CO-APPLICANT - CA Driver License or Identification Card
- SOCIAL SECURITY CARDS – A copy for **each** household member
- LEGAL U.S. RESIDENCE STATUS - Birth Certificate(s), Proof of Citizenship, Legal Residence Cards for **all** proposed occupants as applicable
- FOR VETERAN APPLICANTS- DD 214

III. HOMEOWNERSHIP VERIFICATION AND PROOF OF HOMEOWNER INSURANCE

- HOMEOWNERSHIP VERIFICATION- Copy of deed, property statement, **or** mortgage statement.
- HOMEOWNER INSURANCE A copy of homeowner insurance.

Provide the below information if you are applying for Non-Critical Repair Services or Critical Repair Services. Not sure if you applying for Non-Critical Repair Services or Critical Repair Services? View our *Application FAQ's*.

IV. FINANCIAL INFORMATION

Income verification is required for Applicant, Co-Applicant and any other family members who are 18 years or older who contribute toward household expenses.

- EMPLOYMENT VERIFICATION – (if self-employed, see FAQ's on our website to find out what documentation to provide)
 - a. A letter from your employer(s) to verify your employment
 - b. pay stubs (3 months of most current at date of application submission). The name of the employer and your deductions must be visible on the pay stubs
- SSI/SSA INCOME – A Social Security Statement of Benefits or annual award letter. Award letter and payment histories required for similar stable government income sources, e.g., disability, VA disability, GI Bill
- PUBLIC ASSISTANCE – A letter from the county to verify proof that you receive the following: (i.e. Cash Award, TANF, Cal Works, MediCal, Food Stamps, General Assistance, etc.)
- BANK STATEMENTS – Bank statements for all accounts (checking, savings, pension/401K, etc.) spanning 3 months back from date of application submission
- INCOME TAX RETURNS – Complete copies of income tax returns, including W-2's, for the past tax year.
- OTHER INCOME/WAGES – A copy of a letter, computer print-out or other identifying information to verify any other income you want to claim (includes child support, alimony, inheritance, educational scholarships, work study, pension/401k, etc.)
- CURRENT CREDIT REPORT – Request your free yearly credit report and print a copy. This may be accessed at www.annualcreditreport.com

V. ADDITIONAL INFORMATION

- VEHICLE REGISTRATION– A copy of valid registration and proof of insurance for each vehicle owned .
- UTILITIES & PHONE BILL – A copy of the most recent SMUD and PG&E bill, and your cell and/or home phone bill.
- FEES – HFHGS charges \$30.00 each per application for processing and running a formal credit report. Payment of this fee is not required until a submitted application makes it through the first round of review.