



Housing Rehabilitation Program

Required Information and Documents for Application

To apply for housing rehabilitation assistance, all information must be provided for an application to be determined complete. All information will be kept confidential.

If there are any questions or concerns on the application or required information and documents, please contact Erik Scrivener, Community Development Director at (607) 334-1229, or by email at escrivener@norwichnewyork.net

Required Information

1. **Applicant/Co-applicant information:** Name, date of birth, social security number, and contact information.
2. **Household information:** Names and ages of all persons residing in the household.
3. **Income:** All sources of income including employment, retirement, unemployment/workers compensation, government assistance, and alimony/child support for household members 18 years or older.
4. **Employment information:** Name, contact information of employer.
5. **Property information:** Information on existing mortgages including bank/lender, account number, amount, date, term, interest rate, and monthly payment; and insurance, taxes, and utilities.
6. **Assets and liabilities:** Bank account information (account number, type, balance); value of assets (vehicles, properties, investments); and liabilities (automotive loans, credit card balances).
7. **Prior participation:** Information on prior assistance on the property by HUD, USDA, or other sources.

Required Documents

1. **Tax information:** Most recent tax return for applicant (co-applicant if applicable).
2. **Income verification:** Two (2) copies of the most recent pay stubs for all employed persons in the household. Verification of other sources of income (pension, social security, disability, workers compensation, et cetera).
3. **Insurance verification:** Homeowners insurance policy.
4. **Mortgage:** Mortgage statement (if there is a mortgage on the property).
5. **Social Security:** Copies of social security cards for all household members.
6. **Ownership verification:** Copy of the deed to the property.
7. **Bank statements:** Most recent statement for all bank accounts.
8. **Property and school taxes:** Receipts showing taxes paid current.