



City of Battle Creek – HOME Rehabilitation Program

Required documents for Intake Appointment

1. Identification for all members of the household – State of Michigan ID, Driver's license, Social Security card
2. Proof of income for the past 12 months – for everyone in the household, 18 years and older
 - a. Detail for past 12 months from all employers and all sources (child support, alimony, etc.) – printouts from all sources with most current information
 - b. Any State and/or Federal assistance (SSI, SSDA, DHS, and/or Unemployment income) award letters
3. Proof of homeownership – copy of the recorded deed with Liber and Page numbers from Calhoun County.
Note: if person(s) listed as owners on deed are deceased, please provide a death certificate, divorce documents for person listed on deed.
4. Proof of property taxes paid to date – Payment history printout from City office
5. Proof of homeowners insurance – declaration page with coverage detail and date of policy term
6. Copy of mortgage payment statement with escrow payment history, if applicable - need annual insurance, mortgage cost to determine affordability of housing
7. 211 Referral – call 211, let them know you need a referral for the major home repair program for the City of Battle Creek

Once all of the documents have been collected, call the number below for an appointment time and date
All of the above documents must be brought with to your intake appointment so copies may be made for our files. If you have any questions please call Amy Rose Wallace-Robinson, Senior Rehab Manager at 269-441-1335.

Appointment date/day/time _____ Appointment Amy Rose Wallace-Robinson

At the following Community Action office location: 175 Main St., Battle Creek (Depot)