



Branch, Calhoun and St. Joseph Counties, City of Albion
MSHDA Homeowner Rehabilitation or Emergency Repair Program

Third party verifications for all sources will be required. **Those items highlighted below are the required documents that need to be collected at your intake appointment:**

- ___ 1. Proof of all household income from all employers and sources;
 - Check stubs/tips - at least 2 consecutive stubs – 12 month history payroll record from employer is preferred.
 - Self employed - tax returns for last 2 years, profit/loss statements and any other income/expense detail
 - Military/VA – payment agreement and whether active or inactive pay applies
 - Workers' Comp – award letter
 - Social Security - award letters that show the amount of income before deductions
 - SSI (including all applicable dependents), including proof of State SSI (if applicable) - award letters that show the amount of income before deductions
 - Pension statements – that shows monthly amount disbursed
 - DHS, FIP, Disability Soc. Sec. & State if applicable) – award letters before any deductions
 - Child support, alimony – payment history and documentation from issuing source
 - Any other sources – rental income (call for specific requirements), bonuses, death benefits, etc...
- Provide award letters that show the amount of income before deductions. Need contact name, address, phone and fax #s for all sources of income.
- ___ 2. Proof of food stamps – bring most current award letter with all DHS contact information. Plus any other services from DHS; Medicaid, cash assistance, state supplemental security income, etc...
- ___ 3. Proof of periodic payments from a trust, annuity, inheritance, insurance policies, lottery winnings.
- ___ 4. Statements from investment companies for stocks, treasury bills, life insurance policies (with cash surrender value) or bonds.
- ___ 5. Bank statements for all checking, savings, CD, Home Equity loans accounts; including those for dependents under 17 years of age. If you have a local contact at your bank/credit union that is helpful. Need 2 consecutive months of statements.
- ___ 6. Proof of homeownership, land contract – copy of recorded warranty deed/land contract with Liber and Page number from County Register of Deeds office.
- ___ 7. Social security cards for ALL household members.
- ___ 8. Michigan State ID or Driver's license for all members of the household.
- ___ 9. Full time college students; name, address, student identification and contact for registrar's office.
- ___ 10. Proof that property taxes are paid and current – payment history printout from County/City/Township office with most current taxes paid in full, \$0 balance required.
- ___ 11. Proof of homeowner's insurance – declaration page with current policy term/year with Agent information (name, address and phone number)
- ___ 12. Proof of mortgage – account number, bank/lender, address, phone/fax numbers. A local contact name and address is helpful.
- ___ 13. Copy of most recent tax returns for all in household (that filed) – federal and state.
- ___ 14. Copy of building and property information sheet from the County/City/Township assessor's office – includes property information such as year built, square footage of building and lot coordinates, # of bedrooms, SEV, etc...

Once all of the documents are 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 and forms may be completed for verifications. All of the adults residing in the home must attend the intake meeting. If you have any questions please call Amy Rose Wallace-Robinson, Senior Manager, Housing Rehab at 269-441-1335 or (877) 422-2726.

Appointment date/day/time _____ Appointment with Amy Rose
At the following Community Action office location St. Joseph – Battle Creek – Albion - Branch at _____