



City Of Kenner
Community Development Department
Regular Owner-Occupied Housing Rehabilitation Program



APPLICATION INSTRUCTIONS

Dear Applicant:

Thank you for your interest in applying for the Regular Owner-Occupied Housing Rehabilitation Program. Attached is the program application. **Please understand an eligibility determination cannot be made until the application is returned to us complete and accompanied with all of the requested and required documentation.**

The following documents are required along with your complete and signed application:

- A copy of the deed to your home (or other evidence of title)
- A copy of valid State I.D. or Driver's License for all Household members 18 years and older
- A copy of your mortgage payment booklet/statement with account number, name and address of lender (detail if property taxes and homeowner's insurance are escrowed)
- A copy of your homeowner's and flood insurance declaration page listing house address, amount of flood insurance coverage and annual premium amount
- A copy of your most recent real estate tax bill
- A copy of your 2015 and 2016 W-2 Statement of Earnings or 1099 Statement
- A copy of your 2015 and 2016 Federal Tax Return #1040 (must be signed and dated)
- A copy of your 3 (three) most recent pay check stubs
- A copy of your Social Security Benefits Statements (Form SSA-1099) (as applicable)
- A copy of your pension stating monthly or yearly earnings, as applicable
- A copy of your complete divorce documents/decrees, if divorced
- A copy of bankruptcy discharge (only if occurring before the five year limit)
- A copy of statement(s)/payment booklet(s) on any other outstanding loans or charge accounts owed – listing balances and minimum monthly payment amounts due
- A copy of **all** of your most recent bills: utilities, phone/cell/pagers, furniture/appliance rentals, on-line computer services, cable bills, credit cards, etc.
- Copies of your last 6 months bank statements (checking/savings account)

APPLICATION DEADLINE: May 26, 2017.

You will be notified of receipt of your application and our determination of your eligibility. Applications will be processed on a first come, first serve basis.

There is no need to call our office. **We will contact you.** Thank you for your interest in our program and we look forward to assisting you in the preservation of your home.

Sincerely,
ARLEETA O. TERRELL
DIRECTOR