



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

## APPLICATION INSTRUCTIONS

Dear Applicant:

Thank you for your interest in the City of Kenner's Owner-Occupied Housing Rehabilitation Program. Attached is an application for you to apply. **Please understand an eligibility determination cannot be made until the application is complete and returned to us along with all of the requested and required documentation.**

The following documents will be needed along with your completed signed application:

- A copy of the deed to your home
- A copy of 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
- The last 2 (two) copies of your W-2 Statement of Earnings, 1099 Statement, or 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/deed, 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 (checking/savings account) statements

You will be notified on the status of your application and determination of your eligibility through a letter in the mail. Application will be processed on a first come, first serve basis. If you have any further questions please call 468-7588.