

SERVE, SHARE AND IMPROVE DOCUMENT CHECKLIST

All documents must be submitted to Seeds of Promise. The checklist provides the general documentation requirements to submit an application for the Homeowner Initiative Programs (NIP). The list is not all inclusive and other documentation may be requested due to an individual's life situation or as a result of Northpointe Bank's or the FHLBI's review.

****All income documents must be dated within 30 days of enrollment**

Homeowner Documents:

#5- Current Mortgage Statement

#6- Proof of Homeowner's Insurance

**#7- Proof of paid property taxes (Visit the City Clerk's Office or access this online-
<https://www.accesskent.com/Property/>).**

Income Documents:

9- Household Income Checklist

#10- Pay stubs (consecutive stubs representing 30 days of earnings)

#11- Most recent SIGNED U.S. tax returns w/ all attachments (W2's and 1099's must be provided)-If there is income on line 9 of the tax return, the income must be documented by a W2 or 1099.

#12- IRS Transcript (most recent year; 3 years if self-employed) www.irs.gov/Individuals/Get-Transcript

#13- Request for Verification of Employment (VOE): Complete boxes 1,7,8 of Part 1

#14- Social Security Income Statement (SSI/SSD) Award Benefit letter dated within 30 days of enrollment- (go to office or go to ss.gov website)

**#15- Annuities, Pension, Insurance policies for all adults residing in the household over 18
(2 monthly or quarterly statements).**

#16- Unemployment benefits statement and 2 years of tax returns.

#17- Rental Income, armed forces benefits, disability benefits, adoption subsidy

#18- Public assistance (TANF, Section 8) Determination letter.

#19- Child Support/Alimony-court order, current evidence of amount and frequency.

#20- If self-employed you will need 3 years of completed US tax returns and a *YTD Profit and Loss Statement*. If there is an amount listed on line 12 of the tax return, applicant is self-employed.

#21- Seasonal or irregular income documentations. Ex: bus driver, construction

#22- No Income or Loss of Income-Zero Income Affidavit for household members 18 and over.

(Over)

Contractor information

#23- Repairs & Replacement Bid Format (This must be completed prior to meeting contractors and acts as a checklist for both the homeowner and the contractor).

#24- (2) Bids needed : General Contractor bid details must match on each bid and MUST use format that includes: Name and address/phone of *Homeowner*-Name and address of each *Contractor*, *Description*, *Cost*, *Total Estimate* and *Signatures of Homeowner(s) and Contractor*.

Note: (4) bids are needed for Door & HVAC

#25-Seeds of Promise Bid Form with Contractor Letter (several included in packet).

#26- Photos: Before (Contractor) and After (Seeds of Promise).

For further information or any concerns please email: seedscommunity@gmail.com