

LFUCG Code Enforcement Housing Assistance Application

When you have gathered the documents required to complete your application, Please call Community and Resident Services to schedule an appointment for your financial interview. If you need help or have any questions, we can discuss them on the phone.

The following documents are required to complete your application.

Failure to submit all of these documents will delay the process or cause a denial of your application.

1. A **Drivers license** or other government issued photo identification for all adult household members age 18 or older in the household.

2. **Verification of income for all household members**, including recent pay stubs, social security benefit statement letters, retirement and annuity information, child support and alimony orders, etc.
 - a. For self-employed persons only: 2-3 years of federal tax returns
 - b. Social security benefit statement letters must be dated within the past 6 months; to request an updated "Benefit Statement" you may call 866-530-7754 or you can create an account at www.socialsecurity.gov/myaccount
 - c. If you are receiving unemployment, you must request and bring a print out for the last 12 months.

3. Your **homeowners insurance policy** declarations, listing your policys premium amount, dwelling coverage limits, name and address of our agent.

4. **Verification of Ownership**. You will need to provide **ONE** of the following documents listed below
 - Deed or Title
 - Mortgage documentation
 - Property tax receipt or bill
 - Home purchase contracts
 - Last will and testament (with death certificate) naming you as the heir to the property

5. **Proof of Occupancy** will need to be provided. The following documents are accepted as proof that you live at the address listed on the application. You will need to provide **ONE** of the following documents listed below



- Utility bill (electric, water/sewer, etc.)
- Pay stub
- Bank or credit card statement
- Drivers license, state issued identification card, or voter registration card
- Public official's statement
- Medical provider's bill
- Social service organization documents (e.g. Meals on Wheels).
- Motor vehicle registration
- Affidavits of Residency or other court documentation
- Letter or mail delivered to your address from an employer, public official, social service organization, local school or school district, mobile home park owner or manager.

