

CRITICAL HOME REPAIR

Required Application Documents

Please have documents listed below available at the time of application or within 10 business days of submitting your application.

1) DEED/PROOF OF OWNERSHIP

*We REQUIRE a recorded Deed listing you as owner, or partial owner, of the home. If you don't have a copy of your deed, please *see information below* on acquiring a copy.

*In lieu of a Deed, in some cases we will accept an official will and copy of your loved one's death certificate or probate documents to verify ownership interest.

2) INCOME DOCUMENTATION

Examples are 2023 Social Security award letter, 2022 1099 tax form for Pensions, Retirement & Death Benefits and/or pay stubs* **for ALL HOUSEHOLD MEMBERS over the age of 18 yrs.** *if you currently work, we require paystubs

- If you are paid bi-weekly = 4 stubs
- If you are paid monthly = 2 stubs
- If you are paid weekly = 8 stubs

If you need a copy of your Social Security Benefit Letter for 2022
please call Social Security at 1-800-772-1213

3) OFFICIAL BANK STATEMENTS *for ALL accounts for ALL household members over the age of 18 yrs* from the last 2 months.

- *Example, if you apply in May, we need statements for all accounts from March and April.*
- Statements must have account holders name and official bank logo clearly displayed

4) PHOTO ID *for ALL HOUSEHOLD MEMBERS over the age of 18 yrs*

5) COPY OF YOUR DD214 FORM *(Veteran applicants only)*

How to locate a copy of your Deed –

| Mecklenburg County | Iredell County |
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| https://meckrod.manatron.com/ | https://cotthosting.com/NCIredellExternal/Sentry/Home.aspx |
| Mecklenburg County Register of Deeds: 720 East Fourth Street, Charlotte 28202 Phone – 704.336.2443 ROD@MecklenburgCountyNC.gov Hours – Monday thru Friday, 8:30 am – 4:30 pm (except Holidays) | Iredell County Register of Deeds: <u>Statesville office</u> – 211 Constitution Ln, Statesville 28677 Phone – 704.872.7468 Hours – Monday thru Friday, 8 am – 5 pm (except Holidays) <u>Mooresville office</u> – 610 E Center Ave, Mooresville 28115 Phone – 704.663.4533 Hours – Monday thru Friday, 8 am – 5 pm (except Holidays) |