



CITY OF SALEM, MASSACHUSETTS

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

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HOUSING REHABILITATION & DELEADING PROGRAMS APPLICATION CHECKLIST

PLEASE MAIL OR DELIVER COMPLETE PACKET TO ADDRESS ABOVE.

ALL APPLICANTS:

- Housing Rehabilitation & Deleading Programs Application for Assistance**
- Income Documentation*** – *copies of the following that apply to any household member:*
 - Employed:* Twelve (12) weeks of pay stubs for all working household members age 18 and over.
 - Self-employed:* Most recent federal tax return, including Schedule C and all attachments.
 - Unemployed:* Three (3) most recent months of checks and official letter stating start date and amount of assistance.
 - Social Security:* Social Security letter from current year stating monthly benefit amount (include any child benefits).
 - Public Assistance:* Recent Checks as well as a letter from the agency stating amount of assistance.
 - Pension/Disability:* Company letter from current year stating amount of monthly benefits or direct deposit records.
 - Child Support/Alimony:* Court Order or letter from non-custodial parent/ex-spouse stating monthly/weekly payments.
 - Rental Income:* Three (3) most recent months of rent receipts.
 - Full-Time Adult Students:* Letter from school stating current enrollment status for household members age 18 and over.
- Most Recent Federal Tax Return** (Form 1040 with all schedules and attachments)
- Six (6) most recent months of statements for all savings & checking accounts for each person**
- Most recent quarterly statements for retirement accounts, CDs, stocks, and any other investments**
- Property Deed**
- Most recent monthly mortgage statement with current loan amount**
- Homeowner's Insurance Proof of Payment** (including **Flood Insurance** if property is in a Flood Zone)
- Lead Inspection Report(s)**, if available

MULTI-FAMILY HOMES: (IF SEEKING REPAIRS TO RENTAL UNITS)

- Rental Agreement/Lease** for each unit
- Tenant Application** for each unit
- Tenant Household Income Documentation**, same as above, for all residents in each unit
 - *If you are an Investor-Owner** (ie. not living in the property) **applying to the Housing Rehabilitation Program only** (not Get the Lead Out), **you do not need to submit your household income documentation.** Eligibility is based on tenant household income only.

GET THE LEAD OUT APPLICANTS:

- Loan Application**
- Last two (2) years of Federal Tax Returns** (Form 1040 with all schedules and attachments)
- Lead Blood Level Testing Results** (applicable only if child under 6 who resides in the home has been tested)
- Optional – Child Lead Paint Prevention Program Certificate** and abatement expense receipts if applicable

*Program eligibility is determined by a projection of gross household income for the coming 12-month period.



These programs do not discriminate on the basis of race, color, national origin, gender, age, religion, familial status, sexual orientation or disability. These programs are funded through the United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), HOME, and MassHousing funds.



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