



Levy County

SHIP Program Requirements/Checklist

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The following is a checklist to assist you in determining whether you have obtained and completed all the required forms and necessary documents required to be submitted with your application:

All Applications will require:

- _____ Copy of driver's licenses and social security cards for **ALL** household members
- _____ Copy of birth certificate (s) for **ALL** children 18 and under
- _____ Copy of last year's tax return
- _____ Completed application to include the following forms for all household members:
 - Completed Application Form (page 1-3)
 - Completed Application Questionnaire and List (pages 4-5, rehab only)
 - Verification of Employment Form – **complete top portion of form ONLY**
 - Verification of Assets on Deposit Form – **complete top portion of form ONLY**
 - Verification of Public Assistance Form – **complete top portion of form ONLY**
 - Asset Addendum Form
 - Authorization for the Release of Information Form
- _____ Copy of current Social Security Award Letter (indicating monthly benefits received)
- _____ Copy of current Pension/Retirement Letter (indicating monthly benefits received)
- _____ Copy of current Disability (or other) Letter (indicating monthly benefits received)
- _____ Copy of Child Support, Alimony and/or Dissolution of Marriage Court Order
- _____ Copy of Child Support payment history print-out for last 12 months

Rehabilitation/Repair Applications (only) will also require:

- _____ Copy of recorded Deed, Contract for Deed or Mortgage
- _____ Copy of current Homeowners Insurance (Homeowners Declaration Page)
- _____ Copy of current Tax Receipt indicating taxes paid in full
(can be obtained from the Levy County Tax Collector's Office)
- _____ Copy of Property Record Card
(can be obtained from Levy County Property Appraiser's Office)

Purchase Assistance Applications (only) will also require:

- _____ Lender's Approval Form Exhibit 1 (completed and signed by your lender)
- _____ Lender's Approval Form Exhibit L (completed and signed by your lender)
- _____ Home Buyer's Education Class Certificate

Please be reminded all of the items listed above are required to be completed, current and signed before your application may be submitted. In addition to these items, other forms of documentation may be requested, on a case-by-case basis, in order to complete the verification process and determine program eligibility. Should you have any questions, please do not hesitate to contact our office.