



Application and Supporting Documents

August 30, 2017

Dear Homeowner,

Thank you for your interest in the SCDP program. I have attached the application which should be completed in its entirety. Along with the application, I will also need the following documentation submitted to our office:

- Proof of income for the previous 60 days (i.e., Paystubs, statement from the employer, statement from county for benefits received, Social Security statement, etc.), or you may provide a copy of your 2016 Federal Tax Return.
- Asset information (i.e., Bank statements, retirement info, etc.).
- If you have a mortgage on your property, the most recent statement from your lender showing the loan number, and lender's name and address. If you are purchasing your property through a Contract for Deed, provide a copy of the agreement stating the terms. If your property is owed free and clear, please provide the approximate date it was paid off on the application under Part III.
- Proof of property insurance.

Copies of the documents can also be made on your behalf at our office.

When complete applications with supporting documents are received, they will be date stamped and reviewed in the order received. Applications will also be weighted based on the date of filing, applicant's income level and feasibility of the project. You will be notified by phone or by mail if your application moves forward in the approval process within 30 days after the closing of any open application period. Your property will also be screened by ICHRA's Housing Inspector, the Historical Society, and by a Licensed Lead Inspector prior to any bid specification creation. I appreciate your patience during the duration of these requirements; they are necessary program requirements.

A full description of the program's Policy and Procedures is available on our website at www.itascacountyhra.org, or in print at our office at 102 NE 3rd Street, Suite 160, Grand Rapids.

If you have any questions on the application, documentation requirements, or process, please contact me at 218-326-7978, extension 110.

Thank you,

Amanda MacDonell
Property and Program Development Specialist