



HOME REHABILITATION / REPAIR PROGRAM

PROGRAM APPLICATION 2022

This checklist is intended to help the applicant prepare a complete application. Unless otherwise indicated, the documents listed must be submitted for each person who will reside in the home. Copies of the documents must be provided to the City along with the completed and signed application. Please keep in mind the City provides assistance on a first come first served basis, as limited funding is available. A complete application package is required to be submitted for review and determination of program eligibility. Program eligibility is not a guarantee of funding. **City staff is available to assist homeowners with the application process.**

The applicant is responsible for providing all required information.

DOCUMENTS TO BE PROVIDED BY THE APPLICANT

1. **Application Form**, completed, with original signature of applicant.
2. **Official government issued photo ID** for all adults 18 and older. Acceptable forms of ID include driver's licenses, or state ID cards for non-drivers, issued by a state's Department of Motor Vehicles.
3. **Birth Certificate, US Passport, or Permanent Resident Card** issued by US Citizenship and Immigration Services for all adults 18 and older.
4. **Zero Income Certification**- Complete this form ONLY if one or more adults in the household receive no income from any source.
5. **Income Information** listed below for any household members who are adults eighteen years of age or older who are living in the household but are not part of the application.

INCOME INFORMATION

6. **Income Tax Returns that include W2's** for the past two years. If unable to provide these documents you must provide an official IRS transcript for each year.
7. **Paystubs** for each adult and minor child fifteen and older that are listed on your application. If paystubs are not available, verification must be obtained from each employer that clearly lists your pay rate, hours worked, pay frequency and any other type of pay such as overtime, bonuses, tips, etc., on company letterhead.
8. **Financial Statements:**
 - a. **Checking accounts** – last six consecutive bank statements for all household members. Please note we need all the pages that correspond to each statement
 - b. **Savings accounts** – most current financial statement for all household members. Please note we need all the pages that correspond to each statement.
 - c. **Certificates of deposit, money market accounts, stocks and mutual funds, retirement plans, etc.** – most current financial statement for all household members. Please note we need all the pages that correspond to each statement.

9. **Social Security, SSI, VA, or government assistance** – most current benefit letter. If you do not have one please request one from the Social Security Administration.
10. **Documentation to establish income from the following sources (if applicable):**
 - a. Child support payment history
 - b. Retirement, survivor, or other pensions from companies and unions
 - c. Unemployment compensation benefit letter
 - d. Public assistance payments
 - e. Self-employment net income
 - f. Regular payments from an estate or trust fund

HOME OWNERSHIP INFORMATION

11. **Proof of Homeownership / Residency**
 - a. Proof of ownership (title to home, mortgage statement, other) and/or
 - b. Recent property tax receipt / statement
 - c. Proof of residency at home address (example: utility bill in owner's name)

Completed applications can be delivered to

Community Development

630 E Hopkins, San Marcos, TX 78666

Building 4

If there are questions or for assistance to complete applications, please contact

Jorge Castillo, Community Initiatives Coordinator 512 805 2604