

**Town of Cheshire**  
**Housing Rehabilitation Program Application**



Notice to Applicants: **PLEASE PRINT ALL INFORMATION CLEARLY**  
This Application is Strictly Confidential

|                                      |                       |                      |
|--------------------------------------|-----------------------|----------------------|
| <b>Do Not Write in This Section:</b> | Application No: _____ | Initials: _____      |
| Date Received: _____                 | Time: _____           | Date Approved: _____ |

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Phone (work): \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Email: \_\_\_\_\_

Is your property owner occupied?      YES \_\_\_\_\_ NO \_\_\_\_\_

Property Location: \_\_\_\_\_

Is your property single \_\_\_\_\_ or multifamily \_\_\_\_\_?

If multifamily, how many units? \_\_\_\_\_

***(for multi-family, each apt./unit must complete the TENANT APPLICATION and include copies of all required backup financial documentation)***

Briefly describe the work needing to be done:

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Do you have homeowners insurance?      YES \_\_\_\_\_ NO \_\_\_\_\_

List **all** individuals living at this address (include applicant, spouse, children, non-family members, etc.)

**\*\*Note: Estimated Annual Income declared below must include gross wages, in addition to any benefits and/or compensation (ie: social security, disability, unemployment, pension, child support, alimony, SNAP benefits, etc.)**

| Name | Age | Race/Ethnicity | Handicapped? | **Estimated Gross Annual Income |
|------|-----|----------------|--------------|---------------------------------|
|      |     |                |              |                                 |
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**Financial documentation is required of ALL household members.** Please attach copies of the following for each member of the household (if applicable):

1. 2 recent bank statements from each bank account
2. Monthly mortgage statement with current remaining balance
3. Prior year federal tax return (Form 1040), *additional years may be required depending on sources of income*
4. Pay stubs documenting a minimum of **6 consecutive weeks of wages**
5. Social security award letter entitled, **“Your New Benefit Amount”**
6. Pension, unemployment compensation, child support, alimony or any other benefit (statement, letter or check stub showing gross **monthly** benefit amount, etc..)

Please estimate total of all mortgage debt still owed on this property: \$ \_\_\_\_\_

- If you have a **Reverse Mortgage**, you are **not eligible to participate**

Are you up to date on all your municipal taxes (including sewers)? YES \_\_\_\_\_ NO \_\_\_\_\_

- Please attach copy of tax currency printout (from Tax Collector’s Office)

Is anyone in the household an employee of the municipality? YES \_\_\_\_\_ NO \_\_\_\_\_

**I authorize the program to obtain required information regarding statements made in this application and certify that all statements and documents submitted are true and complete to the best of my knowledge:**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

*The Program is administered by Lisa Low & Associates*

**Please return the completed form with the REQUIRED supporting documentation to:**

**Lisa Low & Associates**

**293 Riggs Street**

**Oxford, CT 06478**

**(203) 888-5624 (phone) • (203) 888-8800 (fax) • info@lisalowassociates.com**

## List of Assets for ALL Household Members

(ie: Savings Account, Checking Account, Stocks, Bonds, Investments, any additional properties, etc..)

| NAME | ASSET DESCRIPTION | CURRENT CASH VALUE |
|------|-------------------|--------------------|
|      |                   |                    |
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All Household Members 18 years of age and older must sign below

*I declare under penalty of perjury (under the laws of the United States of America) that the information provided above is true and correct.*

| <u>PRINTED NAME</u> | <u>SIGNATURE</u> | <u>DATE</u> |
|---------------------|------------------|-------------|
| _____               | _____            | _____       |
| _____               | _____            | _____       |
| _____               | _____            | _____       |
| _____               | _____            | _____       |
| _____               | _____            | _____       |
| _____               | _____            | _____       |
| _____               | _____            | _____       |

**KEEP THIS PAGE FOR YOUR RECORDS**

**Checklist**

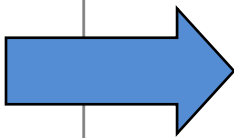
Please verify before submitting that you have completed/included all required documents. Only completed applications will be considered.

- Completed Application Form
- 2 Recent bank statements for all accounts and for all household members
- Recent mortgage statement, showing remaining principal balance
- Last year's federal tax returns for all household members
- Pay stubs documenting 6 consecutive weeks of wages for all household members
- Documentation of all other income (pensions, social security, disability, child support, etc)
- List of Assets (signed and dated by all household members 18 years and older)

If you have any questions regarding what specific supporting documents to include, please call 203-888-5624 for more information.

**FY 2019 Income Limits Summary**

| FY 2019<br>Income<br>Limit<br>Area                                       | Median<br>Family<br>Income<br><input type="text"/> | FY 2019<br>Income Limit<br>Category                                | Persons in Family |        |        |               |        |        |        |        |
|--|--|--|-------------------|--------|--------|---------------|--------|--------|--------|--------|
|  |  |  | 1                 | 2      | 3      | 4             | 5      | 6      | 7      | 8      |
| <b>New<br/>Haven-<br/>Meriden,<br/>CT HUD<br/>Metro<br/>FMR<br/>Area</b> | \$92,800   | Very Low<br>(50%)<br>Income<br>Limits (\$)<br><input type="text"/> | 35,350            | 40,400 | 45,450 | <b>50,450</b> | 54,500 | 58,550 | 62,600 | 66,600 |
|  |  | Extremely<br>Low Income<br>Limits (\$)*<br><input type="text"/>    | 21,200            | 24,200 | 27,250 | <b>30,250</b> | 32,700 | 35,100 | 39,010 | 43,430 |
|  |  | Low (80%)<br>Income<br>Limits (\$)<br><input type="text"/>         | 52,850            | 60,400 | 67,950 | <b>75,500</b> | 81,550 | 87,600 | 93,650 | 99,700 |



To view HUD Income Limits online, go to: <https://www.huduser.gov/portal/datasets/il.html>

**Landlords:**  
Your tenant(s)  
must complete  
this form and  
submit supporting  
documents

# **TENANT APPLICATION**

## **Municipal Housing Rehabilitation Program**



**PLEASE PRINT ALL INFORMATION CLEARLY**

This Application is Strictly Confidential

Name of Tenant(s): \_\_\_\_\_

Address: \_\_\_\_\_ Unit # \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Phone (work): \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Email: \_\_\_\_\_

List **all** individuals living at this address (include yourself, spouse, children, non-family members, etc.)

*\*\*Note: Estimated Annual Income declared below must include gross wages, in addition to any benefits and/or compensation (ie: social security, disability, unemployment, pension, child support, alimony, SNAP benefits, etc.)*

| Name | Age | Race/Ethnicity | Handicapped? | **Estimated Gross Annual Income |
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|      |     |                |              |                                 |

**Financial documentation is required of ALL household members.** Please attach copies of the following for each member of the household (if applicable):

1. 2 recent bank statements
2. Prior year federal tax return (Form 1040)
3. Pay stubs documenting a minimum of **6 consecutive weeks of wages**
4. Social security award letter entitled **"Your New Benefit Amount"**
5. Pension, unemployment compensation, child support, alimony or any other benefit statement, check stubs, agreement and/or letter)

**I certify that all statements and documents submitted are true and complete to the best of my knowledge:**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*The Program is administered by Lisa Low & Associates, 293 Riggs St., Oxford, CT 06478 - (203) 888-5624*