

Palm Beach County Department of Housing and Economic Development (HED)
Mortgage and Housing Investments (MHI)
Owner Occupied Rehabilitation Program

APPLICATION REQUIRED DOCUMENTS

- _____ Copy of valid Drivers' License or State Identification for Applicant, Co-Applicant, and **ALL** adult household members
- _____ Copy of Birth Certificates or valid U.S. Passport OR Naturalization Certificate. For all Non-U.S. Citizen household members provide a copy of a valid Permanent Resident Card
- _____ Copy of most recent two paycheck stubs for Applicant, Co-Applicant and **ALL** working adult household members **(OR)** a current completed Verification of Employment (VOE) completed within 30 days of submission of application
- _____ Completed YTD Profit and Loss Statement for Applicant, Co-Applicant and **ALL** adult household members (if self-employed or current 1099 Income earner)
- _____ If an adult student is employed – copy of class schedule on school's letterhead
- _____ Copy of most recent Social Security, Retirement and/or Disability Award Letter for Applicant, Co-Applicant and **ALL** adult household members
- _____ Wage Earner Statement from Social Security Administration for **ALL unemployed** adult household members
- _____ Court ordered child support documentation/ALL appropriate legal documentation for adoption, divorce, battered spouse & restraining order
- _____ Copy of most recent bank statements **(OR)** a current Completed Verification of Deposit (VOD) for ALL accounts for all adult household members
- _____ Most recent two (2) years of tax returns (signed and dated) and W2s.
- _____ If self-employed, provide a current 1099 and three (3) years of most recent tax returns
- _____ Copies of ALL mortgages and warranty deeds
- _____ Copy of Homeowners Insurance (Declaration Page Only)
- _____ Copy of most recent Mortgage Statement