

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

APPLICATION REQUIRED DOCUMENTS

- Read and understand Statement of Collection of Social Security Numbers
- Read and understand the Subordination Policy
- Read and understand the Insurance/Mold Remediation Hold Harmless Affidavit
- Copy of current Mandatory Orientation Certificate from the County
- Copy of valid Drivers' License or State Identification for **ALL** adult household members*
- Copy of Birth Certificates or valid U.S. Passport or Naturalization Certificate for all household members. For all Non-U.S. Citizen household members provide a copy of a valid Permanent Resident Card*
- Copy of most recent paycheck stub for **ALL** working adult household members **(OR)** a current **Verification of Employment (VOE)** completed and signed by employer within 30 days of submission of application*
- Copy of most recent Social Security, Retirement and/or Disability Award Letter for **ALL** household members*
- If self-employed provide a completed YTD **Profit and Loss (P & L) Statement** for **ALL** adult household members or current 1099 Income earner*
- If an adult student is employed – copy of current class schedule*
- If unemployed, a copy of unemployment benefits statement or a completed **Unemployment Affidavit** for **ALL** household members*
- Wage Earner Statement from Social Security Administration for **ALL unemployed** adult household members*
- Court ordered child support documentation and/or proof from Palm Beach County Clerk and Comptroller's Office that there is/are no child support case(s) or award(s); and ALL appropriate legal documentation for adoption, divorce, battered spouse & restraining order
- Copy of most recent bank statements **(OR)** or a current completed **Verification of Deposit (VOD)** for ALL current accounts (checking, savings, CD, IRA, Investment, Retirement) for **ALL** adult household members*
- Copies of ALL mortgages and warranty deeds *
- Copy of Homeowners Insurance (Declaration Page Only). *If there is no homeowners insurance, complete an **Uninsured Property Insurance Affidavit***
- Copy of most recent Mortgage Statement