

# Home Modification Loan Program

## Application Checklist

Applicant Name: \_\_\_\_\_

Your signed application, including each of the sections listed below, and the required application documents should be mailed directly to the provider agency serving your community.

### Sections of the Application:

- Applicant or Homeowner Information (page 9)
- Household Income Information (page 10)
- Beneficiary Information and Home Modification Project Information (page 11)
- Documentation of Need from Professional Form (page 12) *MUST BE completed by your selected professional*
- Release of Information Form (page 13)
- Property Information (page 14)
- Signed PENALTY FOR FALSE OR FRAUDULENT STATEMENT** (page 15)
- Landlord Form (if applicable, ask your provider agency for a copy)

### Required Application Documentation:

- Proof you are up-to-date on real estate taxes** (a letter from your town, or an escrow account statement from your mortgage holder)
- MA Income Tax Return** (or proof you are up-to-date on your state income taxes) (If taxes were owed, you must include proof of payment)
- Household Income Documentation** (state or federal tax returns, benefit statements, 1099, W-2s or current paystubs) *\*note in most cases providing a copy of your state income taxes satisfies both income documentation and proof you are up to date on state income taxes.*
- Copy of Current Deed for Property to be modified or a copy of the Bill of Sale for Mobile Homes**
- HMLP Bid, Scope of Work & Contract Form** *MUST BE* completed by your selected contractor
- For projects over \$50,000 or \$30,000 (your loan max.), proof of funds to complete the project (personal funds, lines of credit or loans, grants, gifts)
- Trust, Power of Attorney or Deed Rider documents, if applicable