

HOME REPAIR/ BARRIER REMOVAL PROGRAM
CLIENT APPLICATION CHECKLIST

Please be sure to provide all required documents so that your application can be processed in a timely manner. Your application will not be processed until all documentation has been received. Contact for deed not accepted.

Current Property Taxes

- Current property tax receipt

Proof of Homeowner Insurance

- Homeowner insurance declaration policy (**Only needed with roof repair request**)
 Provide a letter from your insurance company. Regarding claim or denial letter

Proof of Income: FOR ALL PERSONS LIVING IN THE HOME

- Social Security or SS Disability (current benefit letter)
 Pension or Retirement (current benefit letter)
 Last year Tax Returns along with W2's and 1099 forms (federal papers) etc
 Checks stubs, 3 to 4 of the most recent
 Child Support- Court documentation/ Public Assistance – Current benefit letter with listed names

Provide Identification for all Persons Living In the Home

- Valid Kansas driver's license or Kansas ID (all persons eighteen and older) *with current address*
 Income source form (for all individuals 18 and over living in household)

Children under 18 provide the following: (*for all children school age *)

- Birth certificate or Custody Documentation - Court documentation

Utilities Bills (most current)

- Kansas Gas Service
 BPU bill

Barrier Removal applicants only: Must provide all the above documents along with

- Physician form- this form must be filled out by your Physician before we can proceed with your application

*******The following items may be needed based on your current situation*******

- Death certificate- When a co-owner/previous owner who has passed away remains on the deed to the property
- Divorce Decree to verify ownership status of the property / to determine if the "non awarded" party has any vested interest remaining in the property
- Marriage License – when maiden name is used for the owner on the deed or when owner has gone back to the maiden name and married name is used on the deed.

*** Please note that additional information may be required***