

Home Modification Loan Program

Application Checklist

Applicant Name: _____

Your application should be mailed directly to the provider agency serving your community, see page 2. Review this checklist carefully and be sure to submit a complete, signed, application, and the required documents to the provider agency serving your community.

Sections of the Application:

- Applicant or Homeowner Information (page 8)**
- Household Income Information (page 9)**
- Household Asset Information (page 10)**
- Beneficiary Information and Home Modification Project Information (page 10-11)**
- Documentation of Need from Professional Form (page 12).** *Your selected professional MUST complete the entire form*
- Release of Information Form (page 13)**
- Property Information (page 14)**
- PENALTY FOR FALSE OR FRAUDULENT STATEMENT (page 15)**
- Landlord Form (if applicable, ask your provider agency for a copy)**

Required Application Documentation:

- Copy of Driver's License** or other government issued ID
- Proof you are up-to-date on real estate taxes** (a letter from your city or 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 for the last 60 days** (pay stubs, pension statement, benefit statement)
- Three (3) months of Bank Statements for all household members**
- Copy of Current Mortgage Statement from your primary mortgage company, if applicable**
- 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** all parts of this form *MUST be* completed by your selected qualified 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), if applicable