



# Application Checklist

Please use the checklist below to ensure your application is complete. **All** adults living in the home must submit copies of each of the following with the Application: For each item that is not applicable, please provide an explanation on a separate piece of paper.

Not  
Applicable Applicable

## **Proof of Basic Eligibility**

- Proof of Ownership of the home listed on application (Registration or Certificate of Title)
- Proof of Age of Applicant(s): Acceptable IDs include: California driver's license or State ID, and US passport.
- Copies of identification for EVERY person living in the home. Acceptable IDs include: California driver's license or State ID, US passport and social security card.

## **Verification of Income for all adults 18 years and older**

- Two most recent pay stubs; most recent Social Security Statement, pension information, and/or disability statements for all adults in the household
- Two years of Self-employment income (Schedule C) for all adults and 1040 form
- Copy of most recent statements for Unemployment Compensation, Worker's Compensation, and/or SSI for all adults living in the home
- Copy of retirement account statements for all adults (401K, 403B, 457, CD or IRA)
- Copy of child support for all adults (e.g. court ordered amount or notarized statement from parent)

## **All other income sources for all adults 18 years and older**

- Copies of your most recent 3 consecutive months bank statements for all accounts (Ex: Jan 23, 2009 through April 22, 2009 **OR** Jan 1, 2009 through March 31, 2009). Please ensure all pages are included\*
- Other Investments Statements (e.g. Annuities, CDs, money market accts., stocks, bonds) \*
- Life Insurance Cash Value Statement \*
- Lump sum receipts, such as inheritances, lottery winnings, capital gains, etc.
- Investments such as: gems, jewelry, coin collection, antique cars, etc.
- Have you bought or sold any property in the past 2 years?
- Other income: \_\_\_\_\_

For each box checked "Not Applicable", provide explanation on an attached sheet of paper.

\* To determine your household income, we must take into account your savings accounts, stocks, bonds and other forms of capital investments, since interest earned on certain assets will be counted as income as well as a small percentage of the total.

**Bank Account Information**

- List ALL Checking, Savings, & Credit Union Accounts For ALL Residents:

<i>Name Shown on Account:</i>	<i>Type:</i>	<i>Account #:</i>	<i>Bank Name / Address:</i>

**Before submitting your application to the City verify that you provided copies of all the required documents or an explanation on a separate piece of paper.**

**Proof of Eligibility**

	Yes	Explanation
Did you provide proof of ownership?	<input type="checkbox"/>	<input type="checkbox"/>
Did you provide copies of acceptable identification for all residents?	<input type="checkbox"/>	<input type="checkbox"/>
Did you provide a copy of your Space Lease with the mobile home park?	<input type="checkbox"/>	<input type="checkbox"/>

**Verification of Income and Assets**

Did you provide copies of all your income sources?	<input type="checkbox"/>	<input type="checkbox"/>
Did you provide documentation on all investments?	<input type="checkbox"/>	<input type="checkbox"/>
Did you provide a copy of your life insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Did you provide 3 months of bank statements?	<input type="checkbox"/>	<input type="checkbox"/>

**INCOMPLETE APPLICATIONS AND DOCUMENTATION WILL RESULT IN YOUR APPLICATION BEING RETURNED**

**Applicant Certification**

I acknowledge and agree to the attached eligibility requirements and certify, under penalty of perjury under the laws of the State of California, that all information provided herein is true and correct. Income verification is attached to this application

\_\_\_\_\_  
Owner (print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner (print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

MAIL TO:  
City of Garden Grove  
Neighborhood Improvement  
Attn: Nicole Herrick  
P.O. Box 3070  
Garden Grove, CA 92842

# NOTICE FEDERAL LEAD-BASED PAINT

Both the State of California and the federal government have adopted regulations designed to reduce or eliminate the risk of lead-based paint hazards in homes. Some homes built before 1978 may contain lead-based paint that may be harmful to anyone living or working within the home, especially pregnant women and children. Such hazards may occur as a result of exposure to contaminated lead paint dust and paint chips. It is important that you understand these requirements when applying for a home improvement loan or grant from the City of Garden Grove.

Federal regulations (24 CFR Part 35) require any home built prior to 1978 that receives federal assistance for rehabilitation be assessed for the presence of lead-based paint hazards. To comply with this requirement, the City will fund the cost of the assessment by a licensed and certified contractor, after a completed application for the Housing Rehabilitation Program has been filed but before the loan and/or grant is approved. The results of the assessment will become public record and filed with the State Department. You will be personally obligated to disclose the results of the testing to any potential buyer and/or the subsequent occupants of the property.

As a participant in the City of Garden Grove's Housing Grant Program, I understand that I will be required to use safe work practices when stabilizing any lead paint that may be found on the property. I also understand that some methods used to control the hazards may not be permanent in nature and may need to be readdressed in future years.

By signing this Notice, I hereby certify that:

1. I have received a copy of this Notice.
2. I have read and understand the lead hazard requirements contained in this Notice.
3. I accept these requirements and the related personal disclosure obligations as a condition of my application for the City of Garden Grove's Housing Rehabilitation Program.

If you would like to discuss the hazards of lead-based paint and the potential impact of the state and federal requirements on your property, please call the City's Neighborhood Improvement Division at (714) 741-5533.

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_  
Signature Date

Applicant: \_\_\_\_\_  
Signature Date

**Please sign and return all required documents with your application.**