

Owner-Occupied Rehabilitation Income Verification Checklist

This checklist is used to help determine household income eligibility for the Owner-Occupied Rehabilitation Program. It outlines the documentation that may be required to verify your income. Not all applicants will need to complete this checklist. If it is determined that income verification is needed for your household, a representative from Administrative Resources association (ARa) will contact you directly with instructions and next steps. Please do not complete this form unless you are asked to do so.

Please review the list carefully and provide copies of all applicable income sources for every household member over the age of 18. Accurate and complete documentation is essential for processing your application in a timely manner.

All information can be mailed, emailed, or faxed using the contact information below.

Administrative Resources association (ARa)
748 Franklin Street
Columbus, IN 47201

Phone: (812) 376-9949
Fax: (812) 376-8857
Email: info@aracities.org

- 1. Copy of Property Deed or Warranty:** If you do not have a copy of the deed to your home, you can obtain one from the County Recorder's Office.
- 2. Income Certification Questionnaire:** Complete the attached form.
- 3. Verification of Employment:** Please fill out PART I and PART II only. Part III is to be completed by your employer. All employed individuals in your household must complete this form.
- 4. Verification of Mortgage:**
 - a. Complete PART I of this form. Your mortgage lender or bank should complete PART II.
OR
 - b. Provide a copy of your mortgage statement.
- 5. Verification of Assets on Deposit:** Sign and date the attached form, completing only the section in red. Take this form to your bank and have them fill it out for you. They will fill in the dollar amounts and the interest rates.
- 6. Current Paid Property Tax Receipt:**
 - a. A payment receipt marked "PAID" by the County Treasurer's Office.
OR
 - b. You may request this information at the County Treasurer's Office.
- 7. Proof of Homeowner's Insurance:** Contact your insurance provider and request "proof of insurance for your homeowner's policy." This is also known as a declaration.
- 8. Additional Forms of Income Documentation:** Provide copies of any additional income received in the past 30 days. Examples include public assistance benefits, retirement, disability, or child support.