

2019 New York State Affordable Housing Corp
(Emergency Home Repair Program)

Document checklist

- Complete application (enclosed-complete and sign, check eligible repairs needed)
- BNS Homeowner Services Intake Form (enclosed complete all 5 pages & sign 2 pages)
- NYS Valid Photo ID card (not expired)
- Deed (and ID's for all parties listed on the deed)
- Current Mortgage statement
- Copy of Homeowners' Insurance Policy (not expired) & copy of recent payment
- Property Tax Statement (with no arrears)
- All Utility bills (Con Edison, National Grid, Tel., etc.)
- Current Water and Sewer statement (with no arrears)
- 2018- W2's & 1040's Federal Tax returns (all pages)
- 2017 - W2's & 1040's Federal Tax returns (all pages)
- Two months of most recent paystubs (4 paystubs/8 paystubs-paid weekly)
- Rental receipts and/or current Lease(s)
- Two months of most current Bank Statement (all pages)
- Proof of income (2018 Current Pension statement, SS Award Letter, etc.)
 - Contractor's estimate (limited: \$40,000 includes labor & materials: **CANNOT EXCEED**) -Contractor **must be licensed and insured**. If not they cannot be used.

Please submit all required documents. If documents are missing,
Your application process will be delayed.

Thanking you in advance for complete packages 😊