

Okaloosa County SHIP Rehabilitation Certification Checklist

ALL household members 18 or older are considered adults and must sign all forms as well as provide all the below required documents.

The below documents are required for all

- SHIP Application
- Proof of Identity for each household member (may include Driver's license, Birth certificate, or Passport)
- Authorization of Release of Information / SSN Waiver Form (*form provided*)
- Last 2 months of paystubs for all household members
- Copies of bank statements (Checking accounts - 6 months; Savings accounts - 3 months)
All accounts that have anyone in the household's name on them.
- Current statement for any Mobile Financial and / or Investment Apps (includes but not limited to; Cash App, Venmo, Zelle, Apple Pay, Chime, Acorn, Robin Hood)
- Latest Federal Tax Return
- Copy of homeowner's insurance
- Proof Mortgage Payment is current
- Zero Income Form (*if applicable*)
- Divorce decree (*if applicable*)
- Letter of adoption (*if applicable*)
- Court-ordered letter of guardianship (*if applicable*)
- Current Benefits letters/notices (Disability, Social Security) (*if applicable*)
- Child support Court Order, If no Court Order then affidavit is required (*if applicable*)
- Asset Verification (*IRA, 401K, Stocks, Bonds, Property*) (*if applicable*)

If you are self-employed in addition to the items above;

- Last 2 years tax returns
- Schedule C for last 2 years and for current year up to date of application

NOTICES:

- ❖ Submitted Applications must contain all required documentation. Packages that are not complete will be moved behind those with complete packages.
- ❖ Application packets should be emailed to Housing Staff, Housing@myokaloosa.com or may be dropped off at the Shalimar Growth Management Office.
- ❖ Awards are offered on a "First Qualified First Served" basis. If additional copies of forms are needed you may download from our website at <http://www.myokaloosa.com/gm/ship>

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