



**Rental Rehabilitation (Small Projects)  
Assistance Program Application**

**Checklist**



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If submitting your application by mail or in-person delivery, you may expedite the intake process by **attaching copies of the following items to your completed Rental Rehabilitation Assistance Application**, as applicable. If you are submitting your application electronically, please note that any applicable checklist items will be requested at a later date. You can expedite the application process by gathering this documentation and having it available in a single file so that it is readily available upon request. Additional documentation may be requested by the local government participant as needed to determine program eligibility and specific assistance amounts. Any Checklist item that you are unable to provide at the time of application will be addressed on a case-by-case basis by the local government participant reviewing your application.

Provide only that Checklist information that you have available at the time of application submission. Please do not make any special effort to obtain cost estimates at this time.

<b>Rental Rehabilitation Repair / Rehabilitation Checklist</b>	
<input type="checkbox"/>	Copy of Social Security Cards
<input type="checkbox"/>	Insurance Settlement Statement of Benefits for disaster relief, if received
<input type="checkbox"/>	Letter of Benefit from any other government assistance including SBA
<input type="checkbox"/>	Deed/Contract (Proof of Ownership) for <i>flooded</i> Rental Property
<input type="checkbox"/>	Documentation of the assessed value of the disaster-affected Rental Property from the latest available assessed value of the property, excluding land value, dated prior to 5/25/08.
<input type="checkbox"/>	If seeking reimbursement for eligible rehabilitation expenses, receipts or other documentation of previous out-of-pocket expenditures and information about work items accomplished
<input type="checkbox"/>	List of ALL persons who are owners of record. (Include name, address, contact information and social security number)
<input type="checkbox"/>	Copy of most current year's Income Tax Return
<input type="checkbox"/>	List of current tenants and their rents
<input type="checkbox"/>	Release form for records research, if lost in the flood
<input type="checkbox"/>	Proforma or 2007-Expenses/Income/Debt Service Information