

E-LSLR Part 2. Supporting Document Checklist

Group A: Identification Information

- ☐ Copy of **State Identification** or **Driver's License** for all adults in household 18 yrs. or older
- ☐ Copy of **Birth Certificate(s)** or **School Records** for any household member under 18 yrs.

Group B: Property Information

- ☐ Copy of current **Property Deed** (must be recorded with Cook County Deeds office)
 - ☐ Copy of **State Identification** or **Driver's License** of co-owner not residing on the property
 - ☐ Copy of **Divorce Decree or Legal Separation Agreement** (if listed on property deed and does not reside within the dwelling)
 - ☐ Copy of **Death Certificate** (if deceased is listed on property deed)
- ☐ Copy of current **Cook County Real Estate Tax Bill**
- ☐ Copy of a current **Utility Bill**
- ☐ Copy of current **Building Code Violations** (if applicable)

Group C: Income Information

- ☐ Copy of signed **Most Recent Two Years of Federal Tax Returns** including all schedule exhibits and addendums – for all household members where applicable (federal taxes must be signed and dated or proof of online filing)

If a portion of the property is rented:

- ☐ **Tenant Certification Form**, if applicable (Note: tenant to complete, sign, and date)
- ☐ Copy of current **Lease** or three (3) current **Rent Receipts** from all renters

If there are no Tax Returns for one or all household members -or- the income situation has changed since the returns were filed, the following applicable documents must be presented for every household member that is 18 years of age or older:

- ☐ Copies of all income documentation from each household member (check which applies)
 - ☐ Copy of three (3) current/recent **Pay Stubs**
 - ☐ Copy of current year **Social Security Statement** or award letter
 - ☐ Copy of current year **Disability Statement** or award letter
 - ☐ Copy of current **Pension and Annuity Statements**
 - ☐ Copy of current **Dividends and Capital Gains Statements**
 - ☐ Copy of current **Unemployment Benefit Statement** (online printouts not accepted)
 - ☐ Copy of **DHS Public Cash Assistance Letter** (exclude SNAP/Link benefits)
 - ☐ Copy of current **Profit and Loss Statement on Self Employed Business** (must be notarized and signed and include Individual Taxpayer Identification Number)
 - ☐ Proof of **Child Support and Alimony** (if applicable)

-----OR-----

☐ **Certification of Zero Income Form** if no household members have income (needs to be notarized)

Additional documents may be requested after initial review.

Group D: Miscellaneous Information

☐ **Letter of Explanation** regarding: _____

To submit your E-LSLR application and supporting documents:

1. Upload scans of your documents to our secure online portal at:
www.ChicagoWaterQuality.org/Upload

OR

2. Mail copies of your documents to:

City of Chicago
Department of Water Management
Equity Lead Service Line Replacement Program
1000 E Ohio St
Chicago, IL 60611