

# EQUITY LEAD SERVICE LINE REPLACEMENT (E-LSLR) PROGRAM

## Part 2. Checklist for Required Supporting Documentation

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Below are the required documents to be included with completed application:

**\*\* (Please check-off all documents below that relate to your household and include in the return package):**

- \_\_\_ 1. Copy of current Property Deed (*must be recorded with Cook County Deeds office*)
- \_\_\_ 2. Copy of current Mortgage Statement or Reverse Mortgage Statement or Lender Mortgage Modification Agreement. (*past due statements not accepted*).
- \_\_\_ 3. Copy of current Cook County Real Estate Tax Bill
- \_\_\_ 4. Copy of current Homeowner's Insurance Declaration page or Policy. (*expired statements not accepted*)
- \_\_\_ 5. Copy of signed **2020 and 2019** Federal Tax Returns including all schedule exhibits and addendums – for all household members where applicable (federal taxes must be signed and dated).
- \_\_\_ 6. Copy of all **2020 and 2019** W2 (employers) and 1099 forms (for all household members where applicable).
- \_\_\_ 7. Copies of all Income documentation from each household member (*check which applies to your household*):
  - \_\_\_ a) Copy of three (3) Current/Recent Pay Stubs
  - \_\_\_ b) Copy of Current year Social Security Statement or award letter
  - \_\_\_ c) Copy of Current year Disability Statement or award letter
  - \_\_\_ d) Copy of Current Pension and Annuity Statements
  - \_\_\_ e) Copy of current Dividends and Capital Gains Statements
  - \_\_\_ f) Copy of current Unemployment Benefit Statement (Online printouts not accepted)
  - \_\_\_ g) Copy of DHS Public Cash Assistance Letter (exclude SNAP/Link benefits)
  - \_\_\_ h) Copy of Current lease or three (3) Current Rent Receipts from all renters
  - \_\_\_ i) Tenant Certification form if applicable (Note: tenant to complete, sign, and date).
  - \_\_\_ j) Copy of Current Profit and Loss Statement on Self Employed Business (must be notarized and signed and include Individual Taxpayer Identification Number)

\_\_\_ 8. Copy of School Records and/or Transcripts. *(if any household member is currently enrolled)*

\_\_\_ 9. Copy of current utility bills. *(gas and electric)*

\_\_\_ 10. Copy of Death Certificate. *(If applicable)*

\_\_\_ 11. Copy of Divorce Decree or Legal Separation Agreement. *(If applicable)*

\_\_\_ 12. Copy of State Identification or Driver's License on all adults in household 18 yrs. or older.

\_\_\_ 13. Copy of State Identification or Driver's License of co-owner not residing in the property. *(If applicable)*

\_\_\_ 14. Copy of Social Security Cards for all Household members, minor children, and co-owners not living on the property. *(if applicable)*

\_\_\_ 15. Copy of current Building Code Violations. *(If applicable)*

\_\_\_ 16. Notarized Letter of Explanation regarding: \_\_\_\_\_

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***\*NOTE: If any required documents are missing, the application will be placed on hold. A written notification letter will be mailed out requesting missing documents\****

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