



If you have questions on your application, please call:
Receptionist: (561) 233-3600
PALM BEACH COUNTY
Housing and Community Development
Commission on Affordable Housing
160 Australian Avenue, Suite 500
West Palm Beach, Florida 33406

PALM BEACH COUNTY
COMMISSION OF AFFORDABLE HOUSING
OWNER OCCUPIED REHABILITATION PROGRAM APPLICATION
CHECK LIST
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applicant(s): Please complete *ALL Sections EXCEPT 9, 10 & 11 (*Please complete Section 4 if applicable to you.)

- Financial Assistance Application - Signed and Dated (Note: Spouses apply as Co-Applicant)
- Income Certification Form - Signed and Notarized
- Financial Assistance Program Affidavit - Signed and Notarized
- Subordination Policy - Signed
- Verification of Employment - Signed (SEE INSTRUCTIONS MEMORANDUM)
- Verification of Deposit - Signed (SEE INSTRUCTIONS MEMORANDUM)
- Copy of Last Two Pay stubs for all Employed Household Members
- Self Employed Applicant or Co-applicant
 - YTD Profit & Loss Statement - Signed
 - 3 Years Tax Returns - Signed (most recent consecutive years)
- 2 Years Income Tax Returns for ALL HOUSEHOLD MEMBERS - Signed
- Documentation of Other Household Income, including but not limited to
 - SSI or SSDI Pension Child Support Rental
 - Unemployment Other Recurring Contributions
- Copy of Two most recent Banking and/or Investment Statements
 - Checking Account Savings Account IRA 401K or 403B
 - Money Market Stocks Bonds Other
- Copy of Social Security Cards for ALL Household Members
- Copy of Birth Certificates / Letter of Guardianship for all MINOR Household Members
- Valid Photo Identification for ALL ADULT Household Members. (18 Years and older)
- Proof of Residency for Applicant(s) / Property Warranty Deed Holder(s)
- Property Ownership Documentation
 - Property Warranty Deed Mortgage Statement Insurance Policy

*Please be advised that incomplete files will not be processed. Prior to submitting your file, please make sure you have all of the requested documents.