

## REQUIRED DOCUMENT CHECKLIST FOR RESILIENT AND READY PROGRAM

**Applicant must upload the required documents listed below!**

- **For each Household member over the age of 18:**

**IF CURRENTLY EMPLOYED:** FOUR (4) MOST RECENT, CONSECUTIVE PAYSTUBS THAT INDICATE YEAR-TO-DATE GROSS INCOME. IF YEAR-TO-DATE IS NOT INCLUDED ON PAYSTUB, A LETTER FROM EMPLOYER ON COMPANY STATIONERY IS REQUIRED. THE EMPLOYER LETTER MUST STATE THE TITLE/POSITION, START DATE, RATE OF PAY, HOURS WORKED PER PAY PERIOD, FREQUENCY OF PAY AND YEAR TO DATE GROSS INCOME.

- **For each Household member over the age of 18:**

**IF UNEMPLOYED:** UPLOAD A NOTARIZED LETTER STATING THE STATUS OF EMPLOYMENT AND PROVIDE DOCUMENTS OF SOURCE OF INCOME, IF ANY

- **For each Household member over the age of 18:**

**IF SELF EMPLOYED:** UPLOAD A LETTER FROM A CPA OR ATTORNEY INDICATING THE AMOUNT YOU EXPECT TO RECEIVED FOR THE NEXT 12 MONTHS OR MUST PROVIDE A NOTARIZED YDT PROFIT AND LOSS STATEMENT

- **For each Household member over the age of 18:**

UPLOAD MOST RECENT TAX YEAR W2 AND 1099 FORMS

- **For each Household member over the age of 18:**

UPLOAD TWO (2) MOST RECENT CONSECUTIVE BANK STATEMENTS WITH ALL PAGES FOR ALL ACCOUNTS OR 60 DAYS PRINTOUT OF TRANSACTIONS FOR ALL ACCOUNTS. STATEMENTS/PRINTOUTS MUST SHOW THE NAME OF THE BANK, ACCOUNT HOLDER'S NAME, RUNNING BALANCE AND THE LAST FOUR DIGITS OF THE ACCOUNT NUMBER. IF YOU DO NOT OWN ANY BANK ACCOUNT, PROVIDE A NOTARIZED LETTER.

- **For each Household member over the age of 18:**

UPLOAD DOCUMENTATION OF SOCIAL SECURITY (most recent award letter), PENSIONS, UNEMPLOYMENT & ALIMONY/MAINTENANCE

- **For Applicant and/or Co-Applicant:**

UPLOAD COPIES OF LEGAL SEPARATION AGREEMENT/STIPULATION OF SETTLEMENT OR DIVORCE DECREE, (if applicable)

- **For Applicant and/or Co-Applicant:**

UPLOAD MOST RECENT SIGNED COPY OF FEDERAL TAX RETURN WITH ALL SCHEDULES

- **Most recent Tax Bill**

- **Home Deed**

- **Most recent Mortgage Statement or Satisfaction of Mortgage**

- **Homeowners Insurance Policy – paid to date**

- **Flood Insurance Policy – paid to date (if applicable)**

- **Original Certificate of Occupancy (may need to go to Town to obtain original)**