



## Levy County

### SHIP Program Requirements/Checklist

612 E Hathaway Avenue, Bronson, FL 32621

Telephone: (352) 486-5268 Fax: (352) 486-3497

Toll Free: 800-733-5389 ext. 5268

Email: [gayle-marlon@levycounty.org](mailto:gayle-marlon@levycounty.org)



The following is a checklist to assist you in determining whether you have obtained and completed all the required forms and necessary documents required to be submitted with your application:

#### **All Applications will require:**

- \_\_\_\_\_ Copy of driver's licenses and social security cards for **ALL** household members
- \_\_\_\_\_ Copy of birth certificate (s) for **ALL** children 18 and under
- \_\_\_\_\_ Copy of last year's tax return
- \_\_\_\_\_ Completed application to include the following forms for all household members:
  - Completed Application Form (page 1-3)
  - Completed Application Questionnaire and List (pages 4-5, rehab only)
  - Verification of Employment Form – **complete top portion of form ONLY**
  - Verification of Assets on Deposit Form – **complete top portion of form ONLY**
  - Verification of Public Assistance Form – **complete top portion of form ONLY**
  - Asset Addendum Form
  - Authorization for the Release of Information Form
- \_\_\_\_\_ Copy of current Social Security Award Letter (indicating monthly benefits received)
- \_\_\_\_\_ Copy of current Pension/Retirement Letter (indicating monthly benefits received)
- \_\_\_\_\_ Copy of current Disability (or other) Letter (indicating monthly benefits received)
- \_\_\_\_\_ Copy of Child Support, Alimony and/or Dissolution of Marriage Court Order
- \_\_\_\_\_ Copy of Child Support payment history print-out for last 12 months

#### **Rehabilitation/Repair Applications (only) will also require:**

- \_\_\_\_\_ Copy of recorded Deed, Contract for Deed or Mortgage
- \_\_\_\_\_ Copy of current Homeowners Insurance (Homeowners Declaration Page)
- \_\_\_\_\_ Copy of current Tax Receipt indicating taxes paid in full  
(can be obtained from the Levy County Tax Collector's Office)
- \_\_\_\_\_ Copy of Property Record Card  
(can be obtained from Levy County Property Appraiser's Office)

#### **Purchase Assistance Applications (only) will also require:**

- \_\_\_\_\_ Lender's Approval Form Exhibit 1 (completed and signed by your lender)
- \_\_\_\_\_ Lender's Approval Form Exhibit L (completed and signed by your lender)
- \_\_\_\_\_ Home Buyer's Education Class Certificate

**Please be reminded all of the items listed above are required to be completed, current and signed before your application may be submitted. In addition to these items, other forms of documentation may be requested, on a case-by-case basis, in order to complete the verification process and determine program eligibility. Should you have any questions, please do not hesitate to contact our office.**