

**REQUIRED DOCUMENT CHECKLIST FOR TOWN OF BABYLON CDBG-CV COVID-19
MORTGAGE ARREARS PROGRAM**

Applicant must upload the required documents listed below!

- **For Applicant and/or Co-Applicant:**
UPLOAD A COPY OF THE EXECUTED DEED
- **For Applicant and/or Co-Applicant:**
UPLOAD A COPY OF THE MORTGAGE STATEMENT
- **For each Household Member Over the Age of 18:**
UPLOAD COPY OF A VALID DRIVER'S LICENSE OR VALID PHOTO ID
- **For each Household Member Over the Age of 18:**
UPLOAD COPY OF YOUR QUALIFIED RESIDENT ALIEN STATUS, IF NOT A U.S. CITIZEN
- **For Applicant and/or Co-Applicant:**
UPLOAD A COPY OF LATE PAYMENT NOTICE OR FORECLOSURE NOTICE
- **For Applicant and/or Co-Applicant:**
UPLOAD A COPY OF ANY MORTGAGE ASSISTANCE PAYMENTS/AWARDS RECEIVED FROM ANY ORGANIZATION OR PROGRAM FOR THE PERIOD OF REQUESTED ASSISTANCE OR AS OTHERWISE MAY BE REQUIRED BY LIHP.
- **For Each Household Member Over the Age of 18:**
UPLOAD SIGNED COPIES OF LAST TWO (2) MOST RECENT CONSECUTIVE YEARS OF FEDERAL TAX RETURNS WITH REQUIRED SCHEDULES WITH 1099 AND W2 FORMS
- **For Each Household Member Over the Age of 18:**
IF CURRENTLY EMPLOYED: UPLOAD 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 STATIONARY IS REQUIRED. THE EMPLOYER LETTER MUST STATE THE TITLE/POSITION, START DATE, RATE OF PAY, HOURS WORKED PER PAY PERIOD, FREQUENCY OF PAY PERIOD, 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 RECEIVE FOR THE NEXT 12 MONTHS OR MUST PROVIDE A NOTARIZED YEAR-TO-DATE PROFIT AND LOSS STATEMENT
- **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 Each Household Member Over the Age of 18:**
UPLOAD COPIES OF MOST RECENT RETIREMENT AND/OR INVESTMENT ACCOUNT WITH ALL PAGES. THE STATEMENT/PRINTOUT MUST SHOW THE NAME OF THE INSTITUTION, ACCOUNT HOLDER'S NAME, AND THE LAST FOUR DIGITS OF THE ACCOUNT NUMBER.
- **For Each Household Member Over the Age of 18:**
UPLOAD COPIES OF DOCUMENTS SHOWING BALANCE AND/OR VALUE OF ALL STOCKS, BONDS, TREASURY BILLS, CERTIFICATES OF DEPOSIT (CD), ETC
- **For Each Household Member Who is a Student Over the Age of 18:**
UPLOAD COPIES OF SCHOOL TRANSCRIPTS
- **For Applicant and/or Co-Applicant:**
UPLOAD COPIES OF LEGAL SEPARATION AGREEMENT/STIPULATION OF SETTLEMENT OR DIVORCE DECREE (if applicable)