

Pre-Screening Checklist of items

- Previous two month gas, electricity, and water bills
- Completed Pre-Screening Application for Rehabilitation — See attached
- Proof of Homeownership — Copy of Warranty Deed-Owner Occupied
- Proof of Homeowners Insurance
- Proof that property taxes are current
- Proof of household income — Submit copies of all that apply
- Current pay stubs** — Consecutive pay stubs required
 - Weekly —4 consecutive pay stubs
 - Bi-Weekly — 2 consecutive pay stubs
 - Monthly —2 consecutive pay stubs
- Current SS, SSD, SSI Administration Award Notice**
- Pension, Unemployment, Child Support/Alimony received

Additional information/documentation may be required to meet eligibility requirements

Low to Moderate Income Household Limitations Example Wayne Count

| Household Size | 80% of Median | Household Size | 80% of Median |
|----------------|---------------|----------------|---------------|
| 1 | \$39,750 | 5 | \$61,350 |
| 2 | \$45,450 | 6 | \$65,900 |
| 3 | \$51,100 | 7 | \$70,450 |
| 4 | \$56,800 | 8 | \$75,000 |

Eligible Energy Efficient Improvements — The following list are *examples* of eligible energy efficient repairs: Windows (may be limited to storm), Doors (may be limited to storm), Gutters, Furnaces and Insulation (may circulate attic, water heater, pipe and in-wall). Other considerations, under special circumstances, may include siding and roofs.

All repairs must meet all eligibility requirements.

Any questions or concerns please contact SANDRA COBB AT (313) 521-6691, ExT.107

**If you complete your application before March 16, 2011
(mail early enough to be received at the office by March 18, 2011)**

Submit to: Family Services Department
14325 Jane Street
Detroit, MI 48205
Attention: Traci Odom

HELPFUL INFORMATION

➤ **Resource to obtain Warranty Deed**

Public Office Hours:

Monday - Friday 8:00 a.m. - 4:15 p.m.

Office Location and Mailing Address:

Wayne County Register of Deeds
400 Monroe St. 7th Floor
Detroit, MI 48226

Office Phone Number: (313) 224-5854

Office Fax Number: (313) 224-5884

Email Address: rodhelp@co.wayne.mi.us

➤ **To obtain current tax information**

Office Hours:

Monday - Friday 8:30 a.m. - 4:30 p.m.

Office Location and Mailing Address:

Coleman A. Young Municipal Center
2 Woodward Avenue - Suite 120
Detroit, MI 48226

General Phone Number: (313) 224-3560

Fax Number: (313) 224-3541

TTY Number: 311 or (313) 224-INFO (4636)

Phone Lines Open: 8:30 a.m. - 4:00 p.m.

The Treasury Division collects and records all taxes and monies received by the City, and property taxes received on behalf of Wayne County and the Detroit Public School System; acts as the custodian of all funds and other assets belonging to the City; disburses all funds as authorized by the City Chief Financial Officer/Finance Director.

Or visit <http://www.detroitmi4ov/Departments/Finance/TreasurvDivision/tabid/102/Default.aspx>

➤ **Proof of Homeowner's Insurance**

Homeowner needs a copy of their Evidence of Insurance or Declaration page showing paid to date.