

# Help-A-House Program

## List of Documents

*you need to bring to your appointment*

### InTake

- Help-A-House Intake, completed and signed by all owners of record.

### Proof of Ownership

- Copy of your Warranty Deed  
NOTE: if you cannot find it, don't worry!  
Go to the Recorder's Office located on the  
Elkhart County Administration Building  
117 N. 2<sup>nd</sup> St #205 in Goshen  
(Expect to pay about \$1 per page.  
Most deeds are one or two pages.)

### Proof of Income

NOTE: We need to see household income. As you review this list, gather these documents for each household member over the age of 18 living at your house.

- Most recent Tax Returns including W2s. If you are self-employed, include all schedules.
- 4 paystubs (consecutive most recent of all house members over the age of 18 holding a job)

And if applicable, for every household member regardless of age who receives the following:

- Current Year Social Security Award Letter
- Current Year Pension Statement
- Child/Alimony Support info for the last 12 months

### Proof of Home Owner's Insurance

- Copy of Current Homeowner's Insurance.  
If your lender takes care of paying your insurance, please contact your agent provider and request a copy of the *Declaration Page*

### Proof of Bank / Investments Activity

- Most recent monthly Bank Statements OR printout from bank (stamped and signed by Teller)
- Most recent Quarterly Statements from your 401k or any other investment you have.

### Proof of Mortgage

- If you have a mortgage and/or home equity line of credit, please submit:
- Most recent Mortgage Statement, showing your total monthly payment
  - Most recent Home Equity Line of Credit Statement showing your total monthly payment

**Please note that  
Help-A-House program  
IS NOT designed to tackle  
Emergency Repairs**

Approval is subject to verification of income, availability of funds, and rehab/repair alignment with City of Goshen priority list. **This is a competitive program, first come, first served.**

All Help-A-House projects are completed within 6 months following approval, if funded.

The process requires a Credit Report check and Title Search. No liens other than a home mortgage loan against the property are allowed.

If applicant has filed for Bankruptcy in the past 2 years, copy of Discharge Letter and all Schedules are required.

Application through Help-a-House could be limited, postponed, or denied if applicant has previously received assistance from The City, whether from its forgivable or deferred program.