

Dear Homeowner/Investor(s):

Thank you for your interest in the **City of Columbus, HHS Lead-Safe Kids Program**. Please Note that the following information will be needed to determine eligibility for the additional funds requested to make property lead safe. These funds are available for owner-occupied homeowners and rental properties.

The following documents will be needed in order to process your application, please return this information with your application as soon as possible. Copies (not originals) of all items listed below are required from both the Applicants/Co-Applicants and Investors:

- Copy of deed of property
- Copy of mortgage statement
- Copy of signed Federal and State income tax returns from the **last 2 years**
- Copy of insurance policy for property
- Owner-occupied:** proof of income – 3 consecutive pay stubs, social security statement, retirement, pension, ADC income, 2nd job, etc. (if applicable)
- Investors only:** proof of rental income
- Copies of most recent water/sewer bill

This information requested will be used to determine eligibility for our program. If you have additional questions regarding this information please feel free to contact me at **645-8550**, otherwise I look forward to hearing from you soon.

Thank you for your interest in our program.

Sincerely,

Cheryl Richardson
Loan Officer