



City of Meriden Neighborhood Preservation Program Owner Occupied Rehabilitation Application

Applicant Information

Homeowner Name: _____

Physical Address: _____

City: _____ State: CT Zip: _____

Phone Number: _____ E-Mail: _____

Dwelling Type: Single-family Multi-Unit If multi-unit, how many units? _____

How long have you owned your current residence? _____

Primary Race (check one):*

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

Ethnicity (check one):*

- Hispanic/Latino
- Non-Hispanic/Non-Latino

How did you hear about this program?*

The information collected above is for reporting purposes.

Spouse/Co-Applicant Information

Name: _____

Physical Address: _____

City: _____ State: CT Zip: _____

Phone Number: _____ E-Mail: _____

Briefly describe the repairs needed (if approved for assistance a program inspector will determine the necessary and eligible repairs allowable):

Household Occupants

List **ALL** household occupants that live in the house (**include yourself**):

Name (First and Last)	Date of Birth	Male or Female	Relationship to Applicant	Student? (Yes or No)	Disabled? (Yes or No)

Income Verification

Which of the following types of income do you receive? Indicate YES or NO for each income type listed below for each household occupant **18 years of age and older**. Provide proof of income for each with your application.

	Applicant	Co-Applicant	Other Occupant Name: _____	Other Occupant Name: _____
Wages/Employment				
Rental Income				
Social Security (SS/SI)				
Retirement				
Child Support				
Unemployment Benefits				
Public Assistance				
Pension/Annuities				
Military Service Income				
Income from a Business/Self-Employment Income				
Alimony/Separation Payments				
Veterans Administration Benefits				
Other Income: includes lump sum payments or recurring monetary contributions				

**Income Verification by third-party documents required for all adult occupants*

**Print additional pages if more space is required*

Asset Verification

Indicate YES or NO for each of the asset types below for each household occupant, **all ages**. If yes, please include the estimated dollar amount for each.

	Applicant	Co-Applicant	Other Occupant Name: _____	Other Occupant Name: _____
Cash				
Checking Account				
Savings Account				
Equity				
Stocks				
Retirement Account				
Pension Funds				
Life Insurance				
Personal Property				
Lump Sums				
Deeds (additional property owned besides physical address)				
Other Assets				

If you answered YES to personal property or other assets, please explain: _____

By signing this form, you are attesting that you have reviewed all your personal information and certify that all of the information on this application is true, complete and correct to the best of your knowledge and understand that false statements or information are punishable by law and will lead to cancellation of this application.

 Applicant Date

 Co-Applicant (if applicable) Date



City of Meriden Neighborhood Preservation Program Owner Occupied Rehabilitation Application Checklist

Required Documentation Checklist (Submit all with your application):

- Completed Application (all pages)
- Copy of Government Issued Identification for ALL household occupants 18 years of age and older
- Birth Certificate for each household occupant under the age of 18 years
- Income Verification for each household occupant 18 years and older (may include but is not limited to):
 1. Employment: Verification of Employment to be completed and submitted by employer (enclosed; make a copy for each working adult in the household) **OR** pay stubs that cover two (2) complete months of pay
 2. Unemployment: current benefit statement from provider with benefit amount and frequency clearly listed
 3. Retirement income: current gross retirement income amount and frequency of pay from provider
 4. Social Security (SSA/SSI): Monthly benefit statement from the Social Security Administration dated in 2023
 5. Child Support: copy of court order showing amount of support and frequency of pay
 6. If an occupant that is at least 18 years old is a full-time student, provide proof of full-time enrollment with class schedule/number of credits
 7. Other: any third-party verification for all other income
- Asset Verification:
 1. Two (2) most recent months of bank statements for **each open account** (checking, saving, and/or money market account) **for each occupant** (all ages)
 2. Other: third-party verification for each asset type(s) that applies to any household occupant
- Copy of most recent mortgage statement
- Current HOA statement showing HOA dues balance (if you have an HOA)
- Copy of Homeowner's Insurance Declaration Page
- Proof of residency: most recent utility billing statement (i.e. full Eversource bill)
- If a multi-unit dwelling, attach copies of the lease and completed tenant income verification form
- Note: Real estate taxes must be current (local tax search will be performed by City staff)

HUD Income Guidelines per Family Size

To be eligible for the NPP, applicant's adjusted gross income for their family size must be under the limit listed below. Income of all family members living in the home over age 18 is considered family income.

Family Size	Maximum Income
1 person	\$62,600
2 people	\$71,550
3 people	\$80,500
4 people	\$89,400
5 people	\$96,600
6 people	\$103,750
7 people	\$110,900
8 people	\$118,050



City of Meriden Neighborhood Preservation Program Owner Occupied Rehabilitation Application Checklist

Lista de Verificación de la Documentación Requerida (Envíe todo con su solicitud):

- Solicitud completa (todas las páginas)
- Copia de identificación emitida por el gobierno para TODOS los ocupantes del hogar mayores de 18 años
- Acta de nacimiento de cada ocupante del hogar menor de 18 años
- Verificación de ingresos:
 1. Empleo: Verificación de empleo (adjunto; haga una copia para cada adulto que trabaje en el hogar)
 2. Desempleo: declaración de beneficios actual del proveedor con el monto y la frecuencia de los beneficios enumerados claramente
 3. Seguro Social (SS/SI): Declaración de beneficios mensuales de la Administración del Seguro Social con fecha de 2023
 4. Manutención de los hijos: copia de la orden judicial
 5. Si un ocupante es un estudiante de tiempo completo, proporcione prueba de inscripción con el horario de clases
 6. Otro: cualquier verificación de terceros para todos los demás ingresos
- Verificación de activos:
 1. Dos (2) estados de cuenta bancarios más recientes para cada cuenta abierta (cuenta corriente, de ahorro y/o cuenta de mercado monetario) para cada ocupante mayor de 18 años
 2. Otro: verificación de terceros para cada tipo de activo anterior que se aplica a su hogar
- Copia del estado de cuenta hipotecario más reciente
- Copia de la página de declaración del seguro de propietario de vivienda
- Prueba de residencia: estado de cuenta de servicios públicos más reciente
- Si es una vivienda multifamiliar, adjunte copias del contrato de arrendamiento y el formulario de verificación de ingresos del inquilino completado
- Nota: los impuestos sobre la propiedad deben estar al día (la búsqueda de impuestos locales será realizada por el personal de la Ciudad)

Pautas de ingresos de HUD por tamaño de familia

Para ser elegible para el NPP, el ingreso bruto ajustado del solicitante para el tamaño de su familia debe estar por debajo del límite que se detalla a continuación. Los ingresos de todos los miembros de la familia mayores de 18 años que viven en el hogar se consideran ingresos familiares.

Family Size	Maximum Income
1 person	\$62,600
2 people	\$71,550
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4 people	\$89,400
5 people	\$96,600
6 people	\$103,750
7 people	\$110,900
8 people	\$118,050

- ✓ **All household members must be listed on the application**

- ✓ **Income that must be reported** (for each household member 18 years and older):
 - Wages/Employment
 - Social Security (SS/Sl)
 - Retirement
 - Child Support
 - Unemployment Benefits
 - Rental Property Income
 - Public Assistance
 - Pension/Annuities
 - Military Service Income
 - Income from a Business
 - Alimony/Separation Payments
 - Veterans Administration Benefits
 - Other Income: includes lump sum payments or recurring monetary contributions

- ✓ **Assets that must be reported** (for each household member regardless of their age):
 - Cash (not held in a deposit account)
 - Checking Account
 - Savings Account
 - Equity
 - Stocks
 - Retirement Account
 - Pension Funds
 - Life Insurance
 - Personal Property
 - Lump Sums
 - Deeds (additional property owned besides primary address/application address)
 - Other Assets

Documents submitted are time sensitive and do expire. Be sure to submit the most recent documents available. If additional information is required, it is important to respond thoroughly and promptly so we are best able to assist.