

FY19 Sheffield-New Marlborough-Otis Housing Rehabilitation Program

Berkshire Regional Planning Commission
 1 Fenn Street, Suite 201
 Pittsfield, MA 01201
 (413) 442-1521 ext. 17
www.berkshireplanning.org/

Applicant Name: _____

Applicant Address: _____

Applicant: Please circle *all that apply* below and return with required documentation to program at address above. Income information and documentation is required for *all* members of the household who are 18+ years old.

Do you have this type of income?		Required documentation:
Employment	Yes/No	8 most recent consecutive weeks of paystubs
Self-Employment (Sole Proprietorship)	Yes/No	2019 IRS Certified 1040 Tax Return with Schedule C - If there are employees, a certified 941 must be provided
Self-Employment (Partnership)	Yes/No	<ul style="list-style-type: none"> • 2019 IRS Certified 1040 Tax Return with Schedule C • & Certified 1065 Partnership Return of Income • & Form 1064 -Schedule k-1 Partner's Share of Income, Credits, & Deductions • & Certified 941 if there are employees
Social Security	Yes/No	Current Social Security Benefit Statement (INCLUDING Medicare Premium)
Unemployment	Yes/No	Monetary Determination
Transitional Assistance/ SNAP	Yes/No	Statement of benefits from department of Transitional Assistance
Retirement and Pension Income	Yes/No	<ul style="list-style-type: none"> • A copy of current check, check stub, or bank direct deposit slip showing type, amount, frequency of payment. • & 2019 IRS Certified tax return
Veterans Benefits	Yes/No	Letter from VA showing current amount of assistance
Worker's Compensation	Yes/No	Statement from insurance company or employer which indicates amount, frequency, and effective date of payments.
Corporation	Yes/No	2019 IRS certified Form 1120 OR (If shareholder) 2019 IRS Certified form 1040 with form 1120 and Schedule k-1/
Odd Jobs	Yes/No	<ul style="list-style-type: none"> • List of jobs performed • AND Names and addresses of persons for whom work was done • AND All payments received for previous 8 weeks • AND 2019 IRS Certified Tax Return with Schedule C
More than \$100 In Interest Annually	Yes/No	Bank Statements from prior 2 months showing amounts received
Dividends	Yes/No	Statement from dividend source showing amounts and frequency of payments

Rental Income	Yes/No	Copies of Tenant's rent checks for previous 3 months OR Signed & Notarized statements from tenants indicating amounts and frequency of payments OR A copy of current lease which indicates amount of monthly payments.
No Income	Yes/No	<ul style="list-style-type: none"> • 2019 IRS Certified Tax Return • & Notarized Statement of No Income specifying period of time.
Alimony Received	Yes/No	<ul style="list-style-type: none"> • 2019 IRS Certified Tax Return • & Copy of Court Order indicating amount and frequency of payments.

Additional Required Documentation:

1. Copy of current homeowner's insurance policy.
2. Copy of any current mortgage and home equity loan statement.
3. Complete copy of 2 most recent months of bank statements (checking and savings) for all adult members of household.

Homeowner Signature

Date