

Okaloosa County **SHIP** Rehabilitation

Certification Checklist

ALL household members 18 or older are considered adults and must sign all forms as well as provide all the below required documents.

The below documents are required for ALL applicants:

- SHIP Application
- Proof of Identity for each household member (may include driver's license, birth certificate, or passport)
- Authorization of Release of Information (*form provided*)
- Most recent, consecutive 2 months of paystubs for ALL household members
- Most recent, consecutive 3 months bank statements. Includes checking and savings. ALL accounts that have anyone in the household's name on them.
- 3 months most recent, consecutive statements for any Mobile Financial and / or Investment Apps (includes but not limited to; Cash App, Venmo, Zelle, Apple Pay, Chime, Acorn, Robin Hood)
- Latest Federal Tax Return for ALL household members
- Copy of homeowner's current insurance Declaration page
- Proof Mortgage Payment is current

If applicable the following items are required:

- Zero Income Form (*if applicable*)
- Divorce decree (*if applicable*)
- Letter of adoption (*if applicable*)
- Court-ordered letter of guardianship (*if applicable*)
- Current Benefits letters/notices (Disability, Social Security) (*if applicable*)
- Child support Court Order, If no Court Order then affidavit is required (*if applicable*)
- Asset Verification (*IRA, 401K, Stocks, Bonds, Property*) (*if applicable*)

If you are self-employed in addition to the items above provide:

- Last 2 years tax returns
- Schedule C for last 2 years
- Profit and Loss statement for current year up to date of application (January – present)

NOTICES:

- ❖ Application packages that are not complete will be moved behind those with complete packages.
- ❖ Completed application packages may be emailed to housing@myokaloosa.com or dropped off in the dropbox located outside the Housing Department office
- ❖ If additional copies of forms are needed you may download from our website at <https://myokaloosa.com/housing/ship>
- ❖ There may be other documents required in addition to those on this list.