

**Wayne County
Housing Rehabilitation Program
Checklist of Materials Submitted to County for Approval**

Client Name (s): _____

Address: _____ City _____ MI Zip _____

Items Required for Pre-Approval

- Homeowner Assistance Application
- Income Calculation Form (<https://www.hudexchange.info/incomecalculator/dashboard/>)
- Copy of **Identification** of applicant(s) and any adults living in home
- Pay Stubs, Social Security, etc (**Must provide 2 full months of Income**)
- Income Memo of Explanation (if claiming zero income)
- Evidence of Ownership and current Wayne County taxes
- Homeowners Insurance (**Declaration**)
- Current utility statement
- Lead Disclosure
- Notarized Conflict of Interest Affidavit or HUD Exception Request
- SHPO Response (or Exempt Activity Affidavit)
- Environmental Review Record and Supporting Documents
- Work Write-Up & Cost Estimate (*When applicable*)

Items Required for Payment Request

- Signed Request for Reimbursement
- Signed Affidavit
- Signed Financial Review Form
- Copy of Environmental and Financial NTPs issued from County
- Data Entry Completion Form (*Must be fully completed*)
- Final Bid Specifications
- Copy of executed final lien (second mortgage) between community and homeowner
- Evidence of Payment to Contractors-copies of checks
- Lead Clearance Report
- Evidence that Property meets Local Housing Code- Final Inspection
- For Final Draw**-Completed Accomplishment Report and Copies of all Data Entry Forms