

SNOW BELT HOUSING COMPANY, INC.

7500 SOUTH STATE STREET
LOWVILLE, NY 13367



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MANUFACTURED MOBILE HOME REPLACEMENT PROGRAM

Required Documentation

The following documents are required along with your complete application.

WE WILL MAKE COPIES OF YOUR ORIGINAL DOCUMENTS.

1. Two years of signed Federal Tax Return (Form 1040) copies with W-2s, 1099s and any filed attachments.
2. Regular Income: Current pay-stubs (twelve weeks or three total months) must show year to date earnings. For all household members that earn wages.
3. Other income: Including, but not limited to: Notice of Benefit/Award Letter for Social security, child support, pension, alimony, unemployment benefits, public assistance (TANF, HEAP, SNAP, cash assistance) etc.
4. Recorded Deed to the property, with recording page
5. Proof of homeownership (Title or Bill of Sale)
6. Proof of homeowner's insurance coverage (Binder/Declaration page)
7. Three most recent (complete) checking, savings and trust account bank statements; must show individual deposits, withdrawals and checks written
8. **Bill and** Payment Receipt for all of the following:
 - _ County/Town Tax bill, contact County Treasurer for a copy
 - _ School Tax bill contact your School District for a copy
 - _ Village Tax bill contact your Village Clerk for a copy
9. Asset Income (if applicable): Performance Report, most recent statement for all assets, to include: stocks, bonds, trusts, IRA, 401K, CD, etc.
10. Photo ID for all adult members of the household
11. Social Security Card for all adult members of the household (age 18 and older)
12. Birth Certificates and Social Security Cards for all children in the household (under age 18)
13. \$25.00 non refundable application fee - **payable by check or money order only.**

PLEASE NOTE:

Adult is anyone living in the home over 18 years of age, regardless of dependency.

Not all income counts towards the overall income limit but ALL income and debt is reportable.

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law.

Complaints of discrimination may be filed by contacting:

U.S. Department of Housing and Urban Development (HUD)
Mail: 26 Federal Plaza, Room 3532, New York, New York 10278-0068

Call: 800 669 9777 (TTY: 800 927 9275)

OR

USDA, Director, Office of Civil Rights
Mail: 1400 Independence Ave S.W., Washington DC 20250 9410

Call: (800) 795 3272 (TDO: 202 720 6382)

Online: http://www.ascr.usda.gov/complaint_filing_cust.html

Email: program.intake@usda.gov

If your application was rejected and you do not agree with the decision, you may send a written complaint to:
Snow Belt Housing Company, Inc. 7500 S State Street, Lowville, NY 13367 Attn: Executive Director