

# SNOW BELT HOUSING COMPANY, INC.

7500 SOUTH STATE STREET  
LOWVILLE, NY 13367



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NYS RELAY SERVICE NO. TTD (800) 662-1220



**E-mail: [information@snowbelt.org](mailto:information@snowbelt.org)**

**Phone: 315-376-2639 EXT 6**

## **OWNER OCCUPIED REHABILITATION**

### **Required Documentation**

The following documents are required along with your complete application.

#### **WE WILL MAKE COPIES OF YOUR ORIGINAL DOCUMENTS.**

1. Federal Income Tax return, signed with any applicable schedules, W-2s, 1099s. (Current filing) Two (2) years for persons who are self-employed.
2. Income: Most recent payroll stubs (covering last 3 months) – showing year-to-date earnings\*.
3. Other Income: Benefit Statement/Award Letter (complete) including but not limited to Social security, SSI, pensions, unemployment benefits, welfare, child support, alimony, trusts etc.
4. Recorded deed to your property (complete).
5. Property Tax Bills (complete) & Paid receipts from collector (County/Town, School, and Village). Taxes must be current.
6. Declaration page from Homeowner's Insurance and Statement of payment.
7. Two (2) Complete Bank statements for all checking, savings and trust accounts. Mini-Statements not acceptable.
8. Asset Income: Performance Report including but not limited to: Stocks, bonds, IRA's, 401K's, CD's, extra checking accounts, extra savings accounts, trusts etc.)
9. Award Letter for public assistance: Social Services (TANIF, HEAP, SNAP) if applicable.
10. A photo ID and SS card must be presented for all adults who reside in the household at the time of the application.
11. Copies of birth certificates and social security cards for all children who reside in the home.
12. Current credit report (one can be obtained for you if you do not have a current one).
13. \$25.00 non-refundable application fee, payable by **check or money order only**.

**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](http://www.ascr.usda.gov/complaint_filing_cust.html)  
Email: [program.intake@usda.gov](mailto: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**