**Genesee, Livingston, Orleans, and Wyoming Counties (GLOW)**

**Lead Hazard Control and Healthy Homes Program**

**Checklist**

**Application Documentation – Owner-Occupied Property**

* Owner Application
* Affidavit of Income
* Affidavit of zero income – if applicable
* Birth Certificate for Qualifying Child
* Grant Questionnaire
* Affidavit of Visiting Child (if applicable)
* Photo ID of adults and Birth Certificates for Occupants under 18
* Income Documents
	+ 8 weeks’ pay stubs
	+ Tax return w/ W-2
	+ IRS non filing
	+ Other income Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Self-employed P & L
	+ Bank statement
	+ Verification of employment – sign left side only
* Mortgage Statement (if applicable)
* Electric / water bill
* Property Deed
* Lead Medical Records for Lead Testing for Children Under 6 yrs.
* Insurance Policy
* Renovate right brochure signature

**Application Documentation – Rental Property - Number of Units\_\_\_\_\_**

**Landlord to provide**

* Owner Application
* Owner Certification
* Grant Questionnaire
* Property Deed
* Mortgage Statement (if applicable)
* Electric/water bill if paid by landlord
* Articles of incorporation/organization (if applicable)
* Tenant Data
* Insurance Policy
* Renovate right brochure signed by tenants
* Disclosure of Lead Based Paint – sign with tenant

**Tenant to provide**

* Affidavit of Income
* Photo ID of adults and Birth Certificates for Occupants under 18
* Affidavit of Zero Income (if applicable)
* Affidavit of Visiting Child (if applicable)
* Disclosure of Lead Based Paint – sign with landlord
* Income Documents of tenants
	+ 8 weeks pay stubs
	+ Tax return w/ W-2
	+ IRS non filing
	+ Other income Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Self-employed P & L
	+ Bank statement
	+ Verification of employment – sign left side only
* Medical Records for Lead Testing for Children Under 6 yrs.