

ELIGIBILITY ANALYSIS

Property Address: _____ Date: _____ Case Number: _____

Property Owner: _____ Tenant: _____

Eligibility Factor	Documentation	Documentation Analysis Process	Verified By (Initial)		
Income			Person 1: Name	Person 2: Name	Person 3: Name
	3 recent and consecutive copies of all sources of income for all <u>residents</u> over 18	Verify that we have proof			
	Interest Bearing Accounts (3 consecutive, recent statements) for all <u>residents</u> over 18	Verify that we have proof			
	Other banking accounts (3 consecutive, recent statements) for all <u>residents</u> over 18	Verify that we have proof			
	Tax Return	Verify proof			
	W-2's	Verify proof			
	Complete Income Eligibility Worksheet				
ID					
	Photo Identification of all <u>applicants</u> over 18	Copies in file			
	Social Security Cards of all <u>applicants</u> over 18	Copies in file			
Kids		Names:			
	Birth Certificates for all children under 6	Copies in file			
	Blood Lead Levels for all children under 6 (either within 3 months or 1 year and a promise to get retested)	Copies are in unit file			
Property					
	Deed (in applicants name or legal documentation allowing application) OR Land Contact documentation is on file	Copy in unit file			
	Pre-1978 (On Deed or on Assessment Website print-out)	Copy in unit file			
	Homeowners insurance (for rental properties)	Copy is unit file			
	Proof of lead hazards or lead hazard believed present	Property Interview			
	Property Report	Report in file			
	Project Viability Screen	Form in file			
	Copy of Lease Agreement with Lead Clause	Copy in file			

Due to all of the above documentation having been provided and analyzed as well as all required forms complete, I

_____ (Name/Title) certify that the above property is eligible to receive Lead Hazard Control Grant Funds.