

LIST OF SUPPORTING DOCUMENTS REQUIRED

Documents provided should be recent (within the last 12 months)

- 1) **PROOF OF IDENTITY** (any government issued ID is acceptable)
Examples: driver's license, passport, birth certificate for household members under 18
Expired licenses are not acceptable
- 2) **MINIMUM 60 Days or 2 MONTHS' PROOF OF ALL HOUSEHOLD INCOME** (required for all members 18 and older)
Examples: W-2 form, 4 bi-weekly paystubs, 8 weekly paystubs, 2 months of bank statements, Social Security award letter, pension, signed tax return
- 3) **PROOF OF HOMEOWNERSHIP OR RESIDENCE** (send in copies, not originals)
For Homeowners: deed or mortgage statement (90 Days or 3 Months Proof)
For Renters: rent check or other proof of rent payment (90 Days or 3 Months Proof)
- 4) **PROOF OF CURRENT CITY AND COUNTY PROPERTY TAXES**
Proof of a current payment plan is acceptable
- 5) **3 MLGW UTILITY BILLS**
The entire bill must be shown. Bill slips, proof of payment and cut off notices are not accepted.
- 6) **SIGNED and DATED Energy Bill Release Form**
If the applicant is not the account holder, please have the account holder sign in the box.
- 7) **SIGNED and DATED Homeowner or Renter Permission Form** (see info on 2nd page)
- 8) **COMPLETED and SIGNED Conflict of Interest Form**

OPTIONAL: COMPLETED and SIGNED Self Certification of Income – only complete if there is a household member who is 18 years or older without income

ADDITIONAL FORMS TO COMPLETE (all forms must be signed and dated)

For Homeowners:

1. Homeowner Permission Form
 - a. All co-owners are required to sign this form. If any co-owners are deceased, please provide a copy of their death certificates.
 - b. Include proof of homeowner's insurance.

For Renters:

1. Renter Permission Form
2. Landlord Agreement Form

NEED ASSISTANCE?

Contact us at 901-636-7366 or homerepair@memphistn.gov to request assistance or to submit application documents.