



# HOME REPAIR APPLICATION

See the "Application Checklist" sheet for additional submittal requirements.

Return Home Repair Application & submittals to:

Dept. of Community Development  
301 N. Broadway  
Moore, OK 73160  
(Phone): 405-793-4571  
[cdbg@cityofmoore.com](mailto:cdbg@cityofmoore.com)

## APPLICATION CHECKLIST

**Please submit the relevant documents or items for your application review. Submit only the documents relevant to your household.**

1.  **Government-Issued ID**
  - Provide a valid identification issued by the government.
2.  **Proof of Ownership**
  - A copy of the deed or a title abstract prepared by a licensed title company within the past six months.
3.  **Federal Tax Return**
  - Most recent federal tax return, including all schedules and attachments.
4.  **Income Statements**
  - Past two (2) months of Income Statements from stocks, bonds, royalties, certificates of deposit, money market funds, and other income-generating investments.
5.  **Household Employment Payroll**
  - Past two (2) months of payroll stubs for all employed household members including the applicant and joint applicant who are employed.
6.  **Bank Statements**
  - Three (3) most recent months of checking and/or savings account statements.
7.  **Mortgage Payment History**
  - Current pay history from the mortgage company including the original amount, current balance, monthly payment, and escrow payment.
8.  **Home Insurance Policy**
  - Documentation showing your current home insurance coverage.
9.  **Real Estate Income**
  - Information on real estate or property from which you collect income or in which you have an ownership interest.
10.  **Income Assistance Statements**
  - Provide letters or statements for all household members receiving Social Security, Temporary Assistance for Needy Families, VA benefits, pensions, child support, alimony, interest income, or other sources.
11.  **Divorce Decrees**
  - If applicable.
12.  **Death Certificate**
  - Required if the deceased spouse's name is on the deed or title of the home.
13.  **Other Assistance Letters**
  - If applicable.



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## SECTION I – HOUSEHOLD INFORMATION

### Property Address

Property Address:	City:	State:	Zip Code:
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### Applicant Information

Applicant Name:	Social Security Number:		
Current Address:	City:	State:	Zip Code:
Phone:	Work Phone:	Email:	

### Joint Applicant Information

Applicant Name:	Social Security Number:		
Current Address:	City:	State:	Zip Code:
Phone:	Work Phone:	Email:	

### Household Members Information *\*All persons currently living in the household must be identified.*

Name	Age	Social Security #	Full-Time Student	Race	Ethnicity	Relation to Applicant/Joint Applicant
			Y / N			
			Y / N			
			Y / N			
			Y / N			
			Y / N			

## SECTION II – HOUSEHOLD INCOME INFORMATION

### Self-Employed Household Members Information *\*Persons who are self-employed must provide tax returns from the past three (3) years.*

Name	2021 Self-Employment Income	2022 Self-Employment Income	2023 Self-Employment Income	2024 Anticipated Self-Employment
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Employed Household Members Information *\* All persons currently living in the household must be identified and their employer(s).*

Name	Employer	Hourly Wage	Gross Salary	Total Annual Income	Pay Frequency
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	

### Household Members Other Income Information *\*All household income must be fully disclosed. This includes, but is not limited to: alimony, annuities, child support, dividends, interest income, pension benefits, royalties, Social Security, Social Security Disability, Temporary Assistance for Needy Families (TANF), VA benefits, and any other sources of income.*

Name	Income Type	Total Monthly Amount
		\$
		\$
		\$
		\$
		\$



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## SECTION II – HOUSEHOLD INCOME INFORMATION [CONTINUED]

**List of Accounts Information** \*Please identify all accounts (checking, savings, brokerage retirement, money market, etc.) held by the Applicant or Joint Applicant. Three (3) months of account statements are required.

Account Name	Account Type	Current Balance
		\$
		\$
		\$
		\$

## SECTION III – PROPERTY FINANCIAL STATUS

Do both the Applicant and Joint Applicant's names appear on the title of the property?  Yes  No

If no, which name is not listed on the title of the property?  Applicant  Joint Applicant  Both

Is there a mortgage on the property?  Yes  No

If yes, please list mortgage company information:

1<sup>st</sup> Mortgage Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2<sup>nd</sup> Mortgage Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_ Loan Balance: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Are taxes and insurance included in the mortgage payment?  Yes  No

Are all mortgage payments current?  Yes  No

Do you have a conversion mortgage?  Yes  No

Are there currently any real property liens, judgments, or suits against you?  Yes  No

Do you own any rental property?  Yes  No If yes, complete the following:

Address	City	State	Zip Code

If yes, what is the current monthly total income for all properties combined? \$ \_\_\_\_\_

## SECTION IV – ASSISTANCE RECEIVED

Did you receive any other assistance for the repair or rehabilitation of the property?  Yes  No If yes, complete the following:

Group Name Providing Assistance	Amount
	\$
	\$
	\$

## SECTION V – CERTIFICATION

U.S.C TITLE 18, SEC. 1001, "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statement or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five (5) years, or both." I have read and understand the foregoing statement:

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_