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# CRITICAL HOME IMPROVEMENT PROGRAM (CHIP) REQUIRED DOCUMENTS CHECKLIST

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To apply for the Critical Home Improvement Program (CHIP) Grant, you will need to provide documents to determine program eligibility. Please use this checklist to help gather and track these important documents. Remember, your application is not complete until all required documents are submitted.

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## **PROOF OF OWNERSHIP - REQUIRES AT LEAST 1 OF THE FOLLOWING DOCUMENTS**

- Copy of recorded deed
- Copy of your most recent mortgage statement
- Copy of Most recent property tax bill, 2021
- Heirship documentation or Will with a copy of the death certificate
- Screenshot from the county website showing ownership

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## **PROOF OF HOUSEHOLD INCOME (ALL PERSONS 18 AND OLDER) - REQUIRES AT LEAST 1 OF THE FOLLOWING DOCUMENTS**

- Copy of 2021 Federal Income Tax Returns and ALL schedules INCLUDING W-2 Statement
- Government benefit award letter, statement, or payment detail (ex. Social Security/Unemployment/etc.)
- Updated profit & loss statement (self-employed or contract work)
- Copy of Most recent- 2022 or 2023 Social Security Monthly Award Letter
- Copy of IRS 1099 Form for Social Security or Pension Benefits (Most recent- 2022 or 2023 Pension Monthly Statement)
- Public Assistance Award Letter

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## **PROOF OF HOMEOWNER AND HOUSEHOLD INHABITANTS' IDENTITY (ALL PERSONS 18 AND OLDER) - REQUIRES AT LEAST 1 OF THE FOLLOWING DOCUMENTS**

- Driver's License
- State of Illinois ID Card
- U.S. or Foreign Passport
- U.S. Permanent Residency Card
- Chicago City Key ID Card



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## **PROOF OF HOMEOWNER'S PROPERTY INSURANCE - REQUIRES AT LEAST 1 OF THE FOLLOWING DOCUMENTS**

- Copy of Homeowners Insurance Declaration Page
- Copy of your most recent insurance statement

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## **LEASE(S) AND RECEIPTS FOR RENTAL UNITS- IF TWO OR MORE UNITS WITHIN THE PROPERTY - REQUIRES AT LEAST 1 OF THE FOLLOWING DOCUMENTS**

- Copy of lease/s and receipts for rental units
- Affidavit indicating additional units are not rental units

Documents must include the homeowner(s) name and property address