

Please submit all information below at the time of application. Applications will not be processed until all information is submitted.

<input type="checkbox"/>	A complete description of why the applicant is applying for the grant. Please print neatly or type.
<input type="checkbox"/>	Application is completed in its entirety.
<input type="checkbox"/>	Application signed by client.
<input type="checkbox"/>	The total gross amount of income for every member of the household. <sup>1</sup>
<input type="checkbox"/>	If the household files taxes, a copy of last year's income taxes.
<input type="checkbox"/>	If the household does <b>not</b> file taxes, submit <a href="#">SFN 60408 1040 Method Income Certification</a> . This should be included for each person over 18 who lives in the household.
<input type="checkbox"/>	Current copies of household income statements such as social security income, workers' compensation, disability, pensions, etc.
<input type="checkbox"/>	If the property is owned by the applicant, a statement showing that the yearly property tax has been paid or homestead credit stating that property taxes have been waived. Property taxes need to be current to be approved.
<input type="checkbox"/>	If the applicant does <b>not</b> own the property, a letter from the landlord with their full name and telephone number stating they approve any work to be done and understand it will not be changed back to what it was before when the household moves.
<input type="checkbox"/>	An itemized estimate/bid for the project. NDHFA may ask for a drawing to have a better understanding of the project.
<input type="checkbox"/>	A current bank statement for all household members.

\*Household includes all members living in the same residence.

**<sup>1</sup>To calculate gross income:**

Gross income is the total amount of money an individual earns before any deductions or taxes are taken out. This includes wages, pensions, interest or other earnings.

The household member's monthly income x 12.

If the household has **income over 50% of maximum income for their county**, they will **not** qualify. Current income limits can be found at <https://www.ndhousing.nd.gov/development> under the Rehab Accessibility Program.

**DO NOT send original documents. After all the documentation listed above is gathered, application can be submitted.**