



**NEIGHBORHOOD PRESERVATION PROGRAM
AUTHORIZATION FOR RELEASE OF INFORMATION**

I, _____, the undersigned, hereby authorize the City of Meriden to release, without liability, the information that is pertinent to determining my eligibility for the Neighborhood Preservation Program its contractor, Civitas LLC and its contractors.

I understand the type of information to be shared includes, but is not limited to: my completed application, government issued identification, birth certificates, paystubs, benefit statements, bank statements, mortgage statements, and utility statements.

The disclosure of information authorized herein is made only for the purpose of verifying eligibility for the Neighborhood Preservation Program. Access to information is restricted to only to those staff who need to know and who provide services through the Neighborhood Preservation Program. The City of Meriden, Civitas LLC, and its contractors maintain physical, electronic and procedural safeguards that comply with federal regulations to guard nonpublic personal information.

I agree that a photocopy of this authorization may be used for the purposes stated above. I understand I have a right to review this file.

This consent will expire 12 months from the date signed, or when revoked, in writing, by the authorized person.

_____ Signature of Head of Household	_____ Print Name	_____ Date
_____ Signature of Spouse/other Adult	_____ Print Name	_____ Date
_____ Other Adult Signature	_____ Print Name	_____ Date
_____ Other Adult Signature	_____ Print Name	_____ Date



City of Meriden Neighborhood Preservation Program Owner Occupied Rehabilitation Application Checklist

Required Documentation Checklist (Submit all with your application):

- Completed Application (all pages)
- Copy of Government Issued Identification for ALL household occupants 18 years of age and older
- Birth Certificate for each household occupant under the age of 18 years
- Income Verification:
 1. Employment: Verification of Employment (enclosed; make a copy for each working adult in the household)
 2. Unemployment: current benefit statement from provider with benefit amount and frequency clearly listed
 3. Retirement accounts: Provide pension or retirement account summary.
 - i. Please note: If you are still working, please provide your retirement policy information
 4. Social Security (SS/SI): Monthly benefit statement from the Social Security Administration dated in 2023
 5. Child Support: copy of court order
 6. If an occupant is a full-time student, provide proof of enrollment with class schedule
 7. Other: any third-party verification for all other income
- Asset Verification:
 1. Two (2) most recent months of bank statements for **each open account** (checking, saving, and/or money market account) **for each occupant 18 years and older**
 2. Other: third-party verification for each asset type(s) above that applies to your household
- Copy of most recent mortgage statement
- Copy of Homeowner's Insurance Declaration Page
- Proof of residency: most recent utility billing statement (i.e. full Eversource bill)
- If a multi-unit dwelling, attach copies of the lease and completed tenant income verification form
- Note: Real estate taxes must be current (local tax search will be performed by City staff)

HUD Income Guidelines per Family Size

To be eligible for the NPP, applicant's adjusted gross income for their family size must be under the limit listed below. Income of all family members living in the home over age 18 is considered family income.

Family Size	Maximum Income
1 person	\$64,250
2 people	\$73,400
3 people	\$82,600
4 people	\$91,750
5 people	\$99,100
6 people	\$106,450
7 people	\$113,800
8 people	\$121,150



City of Meriden Neighborhood Preservation Program Owner Occupied Rehabilitation Application Checklist

Lista de Verificación de la Documentación Requerida (Envíe todo con su solicitud):

- Solicitud completa (todas las páginas)
- Copia de identificación emitida por el gobierno para TODOS los ocupantes del hogar mayores de 18 años
- Acta de nacimiento de cada ocupante del hogar menor de 18 años
- Verificación de ingresos:
 1. Empleo: Verificación de empleo (adjunto; haga una copia para cada adulto que trabaje en el hogar)
 2. Desempleo: declaración de beneficios actual del proveedor con el monto y la frecuencia de los beneficios enumerados claramente
 3. Seguro Social (SS/SI): Declaración de beneficios mensuales de la Administración del Seguro Social con fecha de 2023
 4. Manutención de los hijos: copia de la orden judicial
 5. Si un ocupante es un estudiante de tiempo completo, proporcione prueba de inscripción con el horario de clases
 6. Otro: cualquier verificación de terceros para todos los demás ingresos
- Verificación de activos:
 1. Dos (2) estados de cuenta bancarios más recientes para cada cuenta abierta (cuenta corriente, de ahorro y/o cuenta de mercado monetario) para cada ocupante mayor de 18 años
 2. Otro: verificación de terceros para cada tipo de activo anterior que se aplica a su hogar
- Copia del estado de cuenta hipotecario más reciente
- Copia de la página de declaración del seguro de propietario de vivienda
- Prueba de residencia: estado de cuenta de servicios públicos más reciente
- Si es una vivienda multifamiliar, adjunte copias del contrato de arrendamiento y el formulario de verificación de ingresos del inquilino completado
- Nota: los impuestos sobre la propiedad deben estar al día (la búsqueda de impuestos locales será realizada por el personal de la Ciudad)

Pautas de ingresos de HUD por tamaño de familia

Para ser elegible para el NPP, el ingreso bruto ajustado del solicitante para el tamaño de su familia debe estar por debajo del límite que se detalla a continuación. Los ingresos de todos los miembros de la familia mayores de 18 años que viven en el hogar se consideran ingresos familiares.

Family Size	Maximum Income
1 person	\$64,250
2 people	\$73,400
3 people	\$82,600
4 people	\$91,750
5 people	\$99,100
6 people	\$106,450
7 people	\$113,800
8 people	\$121,150



City of Meriden Neighborhood Preservation Program Owner Occupied Rehabilitation Application

Applicant Information

Homeowner Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Dwelling Type: Single-family Multi-Unit If multi-unit, how many units? _____

How long have you owned your current residence? _____

Primary Race (check one):*

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

Ethnicity (check one):*

- Hispanic/Latino
- Non-Hispanic/Non-Latino

How did you hear about this program?*

The information collected above is for reporting purposes.

Spouse/Co-Applicant Information

Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Briefly describe the repairs needed (if approved for assistance a program inspector will determine the necessary and eligible repairs allowable):

Household Occupants

List ALL household occupants that would live in the house (include yourself):

Name (First and Last)	Date of Birth	Male or Female	Relationship to Applicant	Student? (Yes or No)	Disabled? (Yes or No)

Income Verification

Which of the following types of income do you receive? Indicate YES or NO for each that apply for each household occupant 18 years of age and older. Provide proof of income for each with your application.

	Applicant	Co-Applicant	Other Occupant Name: _____	Other Occupant Name: _____
Wages/Employment				
Rental Income				
Social Security (SS/SI)				
Retirement				
Child Support				
Unemployment Benefits				
Public Assistance				
Pension/Annuities				
Military Service Income				
Income from a Business				
Alimony/Separation Payments				
Veterans Administration Benefits				
Other Income: includes lump sum payments or recurring monetary contributions such as rental income				

**Income Verification by third-party documents required for all adult occupants*

**Print additional pages if more space is required*

