



6020 Woodside Avenue, Lower Level, Woodside, NY 11377

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www.nhsfqueens.org

EMERGENCY HOME REPAIR GRANT Document Checklist:

Received

- _____ * Government Issued valid Photo ID of all **adult** household members (*showing address - tenants not included*); **minors**: *if in school/college – need school ID and school letter; minors not in school – need birth certificate*
- _____ * Last 60 days of pay stubs from **all employed household members** (*if applicable*)
- _____ * Last two months of all bank statements; retirement plans statement from **all applicable household members**
- _____ * Proof of any other income from **all adult household members** (*SSI or Pension award letter, rental (lease), unemployment award letter, child support if applicable, etc.*)
- _____ * **Signed 1040 Income Tax Returns & W2's of 2022 & 23** from **all household members**
- _____ * For any self-employed household member(s): signed 1040 Income Tax Returns & All 1099's of 2022 **AND** 2023 **PLUS** current year YTD Profit & Loss (Jan. 1 - YTD, 2024)
- _____ * Last Month's **ONLY** of all utility bills from homeowner(s) only: (*electricity, gas, cable, car loan, car insurance, life/health insurance*)
- _____ * **Last Water (DEP) bill** or payment plan showing status as current
- _____ * **Last Mortgage statement** - if applicable; must be current (*please note if you have a reverse mortgage you are not eligible*)
- _____ * **DEP or Property Tax Payment Plan agreement in current status – if applicable**
- _____ * **Current Homeowner's Insurance Policy** (*declaration pages (2)*)
- _____ * Pictures in color of Damages, and/or jobs needed on property
- _____ * **3 detailed estimates** for repair work by licensed and insured contractors.