

Checklist for Compliance with Novi CDBG Minor Home Repair Procedures

Use this worksheet as a guide to completing a successful application. Projects will be reviewed using the table below as a checklist. Be sure to submit any required documentation to ensure compliance with each of the required submittal materials.

1. **Date:** _____
2. **Name of applicant:** _____
3. **Address of property in question:** _____
4. **Phone # to reach applicant:** _____

Definitions: **Y:** Yes, the project has been submitted with the required submittal material.
 N: No, the project has not been submitted with the required submittal material.

REQUIRED SUBMITTAL MATERIALS	YES	NO	NOT APPLICABLE
Application for Novi Minor Home Repair Program			
Proof of ownership			
Homeowner insurance			
Current Utility Statement			
Copy of identification of applicant and adult living in home			
Income verification			
Pay stubs, Social Security, pension check stubs, etc. (Must provide 1 month of Income)			
Current utility statement			
Lead-based Paint Compliance Certification			