

HOUSING REHABILITATION PROGRAM

Information and Documents Needed to Complete Application

If you are applying for assistance through the Housing Rehabilitation Program, you will need the following information and documents to complete the [on-line application](#).

If you have any questions regarding the application or the required information/documents, please contact Jillene Woodmansee, Housing Rehabilitation Program Coordinator, at 860.429.3341 or woodmanseejb@mansfieldct.gov.

Required Information

- **Applicant and Co-Applicant General Information.** Name, contact information, date of birth and social security numbers for applicant and co-applicant
- **Previous Program Participation.** If you have previously participated in the program, the outstanding balance of the associated loan
- **Employment Information.** Employment information for all household residents, including employer contact information and annual income
- **Household Information.** Names and ages of all persons residing in the household, including children
- **Lead Poisoning.** Information on children under the age of 6 that have been tested for lead poisoning
- **Property Information.**
 - Existing mortgages on the property (bank, account number, amount, date of loan, interest rate, term, monthly payments)
 - Whether the property is located in a historic district or has any type of historic designation
- **Income.** Annual income received from various sources, such as rental income, government assistance, retirement, self-employment, alimony/child support, unemployment/workers compensation.
- **Monthly Expenses.** Monthly expenses, including housing costs (insurance, property taxes, utilities) as well as other monthly expenses such as auto loan/credit card payments
- **Assets and Liabilities.** Information on assets and liabilities, including bank account information (bank, account type and number, current balance); estimated value of assets (automobiles, bonds, stocks, IRAs, etc.); and current balances on other loans and credit cards.

Required Documents

In addition to the above information, you will also need to upload the following documents as part of your application. These documents must be uploaded as pdfs (portable document format).

- Copy of elevated blood level (EBL) documentation for children under 6
- Most recent tax return (applicant and co-applicant)
- If self-employed, a current profit and loss statement
- Three (3) most recent pay stubs for all income earners in the household
- Documentation of all other sources of income for all household members (social security, pension, workers compensation, disability, alimony/child support, etc.)
- Most recent mortgage statement (all mortgages on the property)
- Property insurance policy
- Notices of violation from the Town of Mansfield or Eastern Highlands Health District (if any)