



**APPLICANT CHECKLIST
CITY OF BRISTOL, TENNESSEE
CDBG GRANT PROGRAM**

Before qualifying for housing rehabilitation work, we will need to verify your income and the ownership of your property. No rental properties or mobile homes (single or doublewide) will be worked on in this program.

You will need to submit ALL of the following information when you complete the application:

INCOME:

- Pay Receipts from current job(s) or letter from employer regarding pay for the past three (3) months
- Retirement, Disability Income Verification Letter (current)
- Savings & Checking account statements for the past three (3) months
- Social Security, AFDC, Workman's Comp, Unemployment – documentation verifying amount received
- Bonds, Stocks, Annuities and/or other investment forms
- Alimony paperwork
- Child Support paperwork
- Prior Year Tax Return

PROOF OF HOMEOWNERSHIP:

- Copy of Warranty Deed or other proof of ownership
- Property tax forms showing taxes are up to date
- Proof of homeowners insurance
- Copy of Deed of Trust on first mortgage

GENERAL INFORMATION:

- Social Security Numbers of all in household

For more information please contact;
Christina Blevins
Community Development Specialist
City of Bristol, Tennessee
P. O. Box 1189
Bristol, Tennessee 37621
423-989-5521

Information must be submit to the above Community Development Specialist within 30 days upon receipt or your application will be closed and filed as ineligible.