CITY OF MIRAMAR

MINOR HOME REPAIR PROGRAM

APPLICATION GUIDELINES

rev. 08-27-26

The documents listed below are to be uploaded with your completed application in the Neighborly portal. Before you begin:

- *Please ensure you have an accessible email address to sign up for the Neighborly application.*
- *Be prepared to upload photocopies of the documentation listed in items 2 – 25.*
- *Please note that additional documents may be requested to process your application.*

APPLICATION CHECKLIST

1. **Completed Application in Neighborly.** All sections of the application must be completed (no blank spaces), via: **https://portal.neighborlysoftware.com/CITYOFMIRAMARFL/Participant**.

Household Information

2. **State Issued Photo IDs**. Driver's License, State ID, or Military ID (If applicable), for applicant, and each household member above 18 years old.

3. **Proof of Number of Dependents Claimed**. Dependents must be listed on your federal tax return, and the following document(s) must be submitted as applicable:
   - Birth Certificate with the parent/applicant's name listed, **OR**
   - School records which give the parents' names and address, **OR**
   - Court-ordered letters of guardianship, **OR**
   - Divorce decree/Marital Settlement, **OR**
   - Letters of adoption.
   - If a dependent 18 years or older is a **full-time** student, submit a copy of their class schedule and financial aid documents in addition to the above documents.

4. **Social Security Cards** for all household members.

5. **Divorce Decree** with settlement statement, if applicable.

6. **Death Certificate** if widowed, as appliable.

7. **Proof of citizenship/legal alien status** documents, to include:
   - United States of America birth certificate OR Passport**, OR**
   - Naturalization papers**, OR**
   - Alien registration card.

Income Verification

8. **Proof of Employment Income.** Two (2) most recent consecutive pay stubs or earning statements for each employed household member 18 years of age or older. The pay stubs must show the employee's name, gross pay per period, deductions, and frequency of pay.

9. **Proof of Social Security, Supplemental Security Income (SSI), and/or Disability Benefits**. Provide a current award, benefit statement or notification letter prepared by the authorizing agency.

10. **Proof of Veterans Administration Benefits, as applicable**. Provide benefactor's written confirmation of amount of assistance for the next 12 months.

11. **Proof of Self-Employment Income**. Provide:
    a) 1040, with 1099 Schedule C, E, or F with your federal income tax returns**, AND**
    b) A notarized, sworn statement, from an accountant or bookkeeper of the self-employed individual, with net income for the past 3 months and expected for the next 12 months.

12. **Documentation of Recurring Contributions and Gifts.** For non-household members paying part or all of your living expenses or contributing money on a regular basis, provide:
    - A notarized statement or affidavit signed by the person providing the assistance, giving the purpose, dates, and value of the gifts**, OR**
    - A letter from a bank, attorney, or a trustee providing verification of purpose, dates, value of payments.

13. **Unearned Income**. Please provide documentation for all that apply:
    - **Unemployment Compensation** - Unemployment benefit award notice with last two (2) consecutive unemployment check stubs.
    - **Disability Compensation (Excluding SSDI)** - Notice of eligibility from employer or authorizing agency and two (2) consecutive copies of check stubs.
    - **Worker's Compensation** - Notice of eligibility with amount awarded and two (2) consecutive worth copies of check stubs
    - **Severance Pay** - Notice of employer stating the amount received in severance pay.
    - **Welfare of other needs-based payments given to any household member**. This does not include SNAP/EBT or medical benefits.
    - **Insurance Cash Benefit Allowance** - Monthly Insurance Allowance Card

14. **Proof of Alimony or Child Support**. Provide:
    - A printout from the court or governmental agency through which payments are made**, OR**
    - An original notarized letter from the non-custodial parent stating the amount given weekly, bi-weekly, or monthly**, OR**
    - An original notarized statement from custodial parent stating that child support is **not** received for each child.

15. **Federal income tax returns**. Copies of returns filed with the IRS for the last two (2) years to include W-2's for the last two (2) years. Provide:
    - A copy of the original signed federal tax return with W-2's**, OR**
    - A transcript of your federal return from the IRS with W-2's. You can request a transcript by filling out IRS form 4506-T and sending it to the IRS. The form can be obtained from the IRS website www.irs.gov, by calling the IRS at 1-800-829-3676, or by going to the IRS office.

16. **Unemployed Household Member 18 Years of Age or Older, Not Receiving Benefits of Unemployment or Other Sources of Income.** Please provide a notarized, sworn statement from the household members stating that they are: not receiving unemployment benefits, and not receiving any form of income, and if they do not anticipate receiving income in the next 12 months.

17. **Last one (1) Month's Statements for all Accounts Held by Every Household Member, Regardless of Age**. Please be sure to provide all pages, including those intentionally left blank. This is applicable for all checking, savings, money market, vacation savings, holiday savings, credit union accounts, Cash app, PayPal, Venmo, Chime etc. regardless of balance.

18. **Assets.** Please provide current statements for each of the assets listed below, held by each household member, as applicable. Please provide all pages of each statement submitted and listed on your application.
    a) 401(K) account statement
    b) Retirement statement
    c) Pension statement
    d) IRA statement
    e) Certificate of deposit (CD) statement
    f) Annuities

19. **Life Insurance policy (ies) of each household member,** with current cash value and the type (term or whole). Please provide all pages of the most current policy statement.

Property Information

20. **Proof of Ownership - Deed**. Provide the most recent recorded property Warranty Deed, special warranty deed, personal representative deed, or quit claim deed. Please note that a Title Search will be performed to verify ownership.

    Note: If the Deed lists anyone that does not reside in the home, a notarized, sworn statement must be provided by the non-resident(s) that attests to the fact that the individual(s) do not reside in the home and have their primary residence elsewhere. The individual(s) must provide a copy of a state issued ID, as well as a residential property lease, or an ad valorem property tax bill indicating their primary residence is elsewhere.

21. **Broward County Notice of Ad Valorem Taxes showing the Assessed Value of Property**. This may be obtained by logging on to the Property Appraisers web site at www.bcpa.net.

22. **Proof of Paid Property Taxes.** Provide proof that you are current in the payment of your property taxes with one of the following
    - Print out from Broward County records reflecting the property taxes are paid**, OR**
    - Paid Property Tax Receipt from the Broward County Property Appraiser**, OR**
    - Copy of your canceled check, front and back, showing payment**, OR**
    - Affidavit certifying that you have paid your property taxes**, OR**
    - Statement from your mortgage lender attesting that your property taxes have been paid.

23. **Current Mortgage Statement and/or a home equity line of credit**. Your mortgage (s) must be current to participate in the City's program. If you do not have a Mortgage on your home, provide:
    - A Satisfaction of Mortgage**, OR**
    - Settlement Statement reflecting a cash purchase**, OR**
    - A Will transferring ownership of the property, as applicable.

24. **Proof of Hazard and Flood Insurance.** A copy of your homeowners insurance policy. Policy must include Flood Insurance if required, or if not, a Determination Letter from FEMA.

25. **Homeowner's Association (HOA) or Condo Association Ledger Statement,** if applicable. Ledger statement to reflect a zero balance or no past due balances.