



**CITY OF MIRAMAR MINOR HOME REPAIR
2025 – 2026 SHIP/CDBG PRE-SCREENING FORM**
THIS IS NOT AN APPLICATION

Date: _____

Property Owner(s): _____

Address: _____

Phone Number: _____ Cell: _____

Email: _____

HOUSEHOLD & FINANCIAL INFORMATION

Household Size (Total number of people in household): _____

Overall Annual Gross Household Income: \$ _____

Is your mortgage current? ☐ Yes ☐ No

Do you have a Homeowners' Association (HOA)? ☐ Yes ☐ No

If yes, is your HOA account current? ☐ Yes ☐ No

Do you have a reverse mortgage? ☐ Yes ☐ No

Do you have any liens on your property? ☐ Yes ☐ No

Do you have any unpermitted or illegal additions in the home? ☐ Yes ☐ No

Are your property taxes current? ☐ Yes ☐ No

Do you own any other property? ☐ Yes ☐ No

INSURANCE & CLAIM INFORMATION

Do you have homeowner's insurance?

☐ Yes ☐ No

Insurance Expiration Date: ____ / ____ / ____

Have you ever filed a claim with your homeowner's insurance? ☐ Yes ☐ No

If yes, outcome of the claim: _____

Have you filed a claim with FEMA? ☐ Yes ☐ No

If yes, FEMA's response: _____

Signature of Applicant: _____



FORM PICK-UP LOCATIONS

Community Revitalization Affiliates, Inc.
6151 Miramar Parkway, Suite 202
Miramar, FL 33023
Tel: (954) 939-3271

Alexandra P. Davis Multi-Service Complex
6700 Miramar Parkway
Miramar, FL 33023
Monday – Thursday | 9:00 a.m. – 4:30 p.m.
Tel: (954) 889-2700

City of Miramar Economic Development & Housing Department
2200 Civic Center Place
Miramar, FL 33025

SUBMISSION INSTRUCTIONS

Submit by Drop-off or Email:

Email: info@crasouthfl.com

Drop-off Location Only:

Community Revitalization Affiliates, Inc.
6151 Miramar Parkway, Suite 202
Miramar, FL 33023
Monday – Friday | 9:00 a.m. – 4:30 p.m.
Tel: (954) 939-3271

All Completed Pre-Screening Forms must be submitted no later than 4:00 PM during the open submission period, which runs from August 11, 2025, to October 11, 2025.

No forms will be accepted after this date.



CITY OF MIRAMAR MINOR HOME REPAIR PROGRAM CHECKLIST

****IF SELECTED IN THE LOTTERY, PLEASE BE PREPARED TO SUBMIT THE FOLLOWING BELOW**

- ☐ Completed Housing Assistance Application signed and dated by all household members aged 18 or older.
- ☐ Copy of Social Security Card(s)
- ☐ Driver's License, or State-issued ID, or Military ID (If applicable)
- ☐ Passport or Birth certificate(s) for each household member or dependent.
- ☐ School records for minor children, i.e.. Report card or letter from the school displaying child's name, and applicable information from the school
- ☐ Copy of Green Card (non-citizens only).
- ☐ Two (2) months , consecutive pay stubs (back-to-back).
- ☐ Two (2) most recent years of tax returns, including W-2s for all employment (signed 1040/transcripts required).
- ☐ Three (3) most recent years of tax returns for self-employed individuals, including 1099s and all schedules. Must include an accountant's letter detailing estimated net proceeds for the next 12 months (must display business address, phone, fax, email, and be signed by the accountant).
- ☐ Applicants with non-filing IRS will have to complete a 4506-T to request notice of non-filing for the past three years.
- ☐ Four (4) most recent, consecutive months of bank statements for all accounts (include all pages, even if blank, and include foreign accounts).
- ☐ Most recent statements for CDs, 401(k), IRA, other retirement accounts, mutual funds, stocks, bonds, etc.
- ☐ Current award letter for Social Security, Disability, Pension to include (403B or 457B), must provide 1099-R.
- ☐ Child support documentation or direct child support statement
- ☐ Divorce decree
- ☐ Marital agreement, Court Order, or Alimony
- ☐ Notarized affidavit for any household member 18 or older who is unemployed, not a full-time student, and has no income (must affirm no unemployment or other benefits received).
- ☐ If married, spouse's documentation is required. Florida does not recognize legal separation. NO EXCEPTIONS.
- ☐ Most recent mortgage statement, deed, proof of paid property taxes, paid HOA, homeowners, and flood insurance.
- ☐ If any individual on the deed does not reside in the home, proof of residency must be provided (ID, automobile registration, and utility bill).
- ☐ Proof of full-time student status for household members aged 18 or older (acceptable documents include current class schedule /official school verification)