



Thank you for inquiring about Hampton Redevelopment and Housing Authority's Rehabilitation Program. This is one of the many ways that HRHA works to revitalize communities and enhance the quality of life. In order to process an application for HRHA's Rehabilitation Program, it is necessary for you to provide the documents listed below. If you have difficulty in obtaining any of these items please do not hesitate to give us a call, we may be able to assist you.

### **Documents Needed**

#### **Household Information**

- Picture I.D. for the homeowner(s), and if applicable for those persons with power of attorney for the homeowner(s)
- Name, Social Security number and birth date of all persons who live in the home

#### **Income Information**

- Verification of Income/Employment for all who live in the home

#### **Asset Information**

- Verification of Asset Income including stocks, bonds, real estate, life insurance policies (if applicable)
- Verification of Mortgage(s) or Deed of Trust for Each Lien Secured by Property
- Verification of Checking, Savings and Credit Union Accounts for all who live in the home (six months of checking account statements and most recent savings account statement showing current balance)

#### **Debt Information**

- Verification of debt (Loans and Credit Card statements)
- Mortgage Lender's Most Recent Statement

#### **Property Information**

- Proof that Real Estate Taxes & Storm Water Management Fees are paid or current copy of Tax Exemption Letter
- Title Evidence/Copy of Deed
- Certificate of satisfaction for paid in full mortgages/lien when applicable
- Death Certificate (if applicable)
- Proof of Hazard and/or Flood Insurance

Once you have collected the items listed above, please call us at 727-1111 ext. 314 to schedule an appointment. Our office is located at 1 South Armistead Avenue, Hampton, VA 23669. If we do not hear from you within 30 days, we will assume you are no longer interested in making formal application.

Sincerely,

Sid Alvarado  
Housing Programs Specialist



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