

# South Bend Lead Protection Program

FORM B – Supporting documents for \_\_\_\_\_

Need help? Contact Kristen Titus at [ktitus@southbendin.gov](mailto:ktitus@southbendin.gov) or 574-235-5826.

## About me

## Supporting documents

## Directions

**1** Check all statements that apply to you.

**2** Check the documents you need to submit. We accept photos (one-page documents only), electronic, and paper copies.

**3** Read directions for gathering the right documents.

## Income from employment documents

If you don't file taxes or report earnings to the government, you are not eligible for the program because your income cannot be verified.

## About me

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## Directions

*I worked consistently for the past 2 months.*

All pay stubs from the past 2 months

If you are paid bi-weekly:  
• Provide 5 most recent paystubs

If you are paid weekly:  
• Provide 9 most recent paystubs

If you do not have traditional paystubs:  
• Provide other documents showing income from the past 2 months

*I worked inconsistently for example, seasonal work) in the past 12 months.*

All pay stubs from the past 12 months.

If you do not have traditional paystubs:  
• Provide other documents showing income from the past 12 months

*I own my own business or am self-employed.*

Form 1040, Schedule C Federal tax return  
 Verification of Income from Business form  
 Federal and State tax returns from past 2 years (2019 and 2020)  
 W-2's from past 2 years (2020 and 2021)  
 Copy of earnings from Social Security Administration

Your income needs to be the same in each document. Please submit all documents.

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## Income from other sources documents

### About me

### Supporting documents

### Directions

*I have other forms of income.*

All documents showing other forms of income such as:

- Child support
- Social Security Income (SSI)
- Social Security Disability Income (SSDI)
- Adoption subsidy
- Pension
- Alimony
- Other

If you receive child support:

- Provide document showing last 12 months of payments

If you receive Social Security Income (SSI) or Social Security Disability Income (SSDI):

- Provide annual benefits letter for the current year

If you receive adoption subsidies:

- Provide agreement document showing monthly subsidy amount

If you receive other forms of income:

- Provide documents showing other forms of income

*I do not have other forms of income.*

None

None

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## Bank statements and assets documents

### About me

### Supporting documents

### Directions

*I have a checking account.*

6 most recent checking account statements

The statements must include the name of the financial institution, all pages, your name, account number, balance sheet, and detail of transaction.

*I have a savings account.*

Most recent savings account statement

The statement must include the name of the financial institution, all pages, your name, account number, balance sheet, and detail of transaction.

*I have assets other than money in banks.*

2 most recent statements for each asset such as:

- Other savings
- Investments
- Retirement
- Stocks

Statements might be provided monthly, quarterly, or yearly.

Provide 2 most recent statements no matter how often you get them.

*I do not have a bank account or assets.*

Required documents pending contact with Kristen Titus

Contact Kristen Titus at 574-235-5826 to figure out a way to show this in your file.

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## Property ownership documents

### About me

### Supporting documents

### Directions

*I own the home, and the deed is in my name.*

- Copy of recorded deed
- Declaration page of current home insurance
- Proof of current paid taxes (tax statement)
- Copy of certificate of incorporation with name of applicant (ONLY if you own your property as a company)

You can get the copy of recorded deed from the St. Joseph County Recorder's Office.

You can get the proof of current taxes from the St. Joseph County Treasurers Office.

If you own your property as a company, you must provide a legal document showing you can sign the application for the company (ex: Joe can sign on behalf of Alpha Properties).

*I am under a land contract, and the deed is not in my name. I am renting to own.*

- Copy of recorded deed
- Declaration page of current home insurance
- Proof of current paid taxes (tax statement)

You may not have all of these documents. The property owner may provide the documents directly to Kristen Titus at [ktitus@southbendin.gov](mailto:ktitus@southbendin.gov) or contact her at 574-235-5826.

OR

*I am the tenant. I am not renting to own.*

You and the property owner must sign the application.

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## Rental assistance documents

### About me

### Supporting documents

### Directions

*I am the tenant, and I receive a tenant-based Section 8 voucher.*

Copy of Housing Assistance Payment (HAP) contract  
 Current HAP amendment with rental assistance amount

If you do not receive a Section 8 voucher for rental assistance, you do not need to provide additional documents.

*I am the tenant, and I receive a project-based Section 8 voucher.*

Copy of current HUD form 50059 with rental assistance amount

If you do not receive a Section 8 voucher for rental assistance, you do not need to provide additional documents.

*I do not receive a Section 8 voucher.*

None

None

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## Name change documents

### About me

### Supporting documents

### Directions

*My legal name is different from the name on the documents I will provide.*

Copy of legal and recorded name change document such as:

- Marriage license
- Divorce decree
- Other legal or court document showing name change

Provide one of these documents if your name is different on any of the documents you will provide.

*My legal name is the same name on the documents I will provide.*

None

None

**4** Gather and submit the documents to Kristen Titus, Department of Community Investment.

- Submit **photos** of one-page documents only (Examples: Driver’s licenses, income benefit statements, tax statements, insurance declarations, etc.) to [ktitus@southbendin.gov](mailto:ktitus@southbendin.gov)
- Submit **electronic copies** to [ktitus@southbendin.gov](mailto:ktitus@southbendin.gov)
- Submit **paper copies** by scheduling an in-person appointment or mail (Kristen Titus, 227 W JEFFERSON BLVD, STE 1300S SOUTH BEND IN, 46601)

You’re done submitting supporting documents!