

## CHN Lead Services- Acceptable Documents

To determine program eligibility, all who complete the program application will also need to submit copies of the following requested documents. The official list of acceptable documents is below.

### Photo identification

Each household member of the property owner over 18 years of age is required to provide their photo identification.

#### Acceptable documents:

- State driver's license
- State Non-Driver ID
- U.S. Passport

### Proof of Homeowner Income

All individuals in the household 18 years or older must provide proof of income. Proof must be past 30 days' income and last 2 years of full federal tax returns.

#### Acceptable documents:

- Award or benefit letter
- Most recent filed IRA form 1040
- Most recent IRS form 1099
- Pay stubs within 30 days of the application, including gross and YTD amounts received
- ODJFS documents/eligibility letter with amounts and dates
- Completed and signed employment verification form

### Proof of Homeownership

Reminder: the homeowner must apply for CHN HP's Lead Services program.

#### Acceptable documents:

- Copy of property deed
- Copy of mortgage statement
- Property details from Cuyahoga County's auditor website or office
- If the home is owned under an LLC: Operating Agreement and Articles of Incorporation

### Rental Property: Proof of Rental Registration

All rental units applying for CHN's Lead Safe Program must be registered with the City of Cleveland Building and Housing as a residential rental unit.

#### Acceptable proof of rental registration:

- Rental Registration Number
- Certificate of Rental Registration issued by the City of Cleveland Department of Building and Housing

### Occupied Rental Property: Lease agreement and Tenant income information

If the property is an occupied rental unit, the applicant must provide a current lease agreement.

If there is no lease agreement or if it has expired, the applicant may utilize the [Landlord Tenant Verification form \(linked\)](#).

If the property owner can provide tenant information, CHN HP Lead Services requests income verification from the tenant for the last 30 days. Refer to the 'proof of homeowner income' column for acceptable documents.