



CITY OF JOSEPHINE HOME Program

The City of Josephine is pleased to announce the upcoming availability of HOME Program funds for homeowners living within the City Limits.

The HOME Program provides funds to assist low-income homeowners to replace their current home with a new house, built on the same lot.

To minimize the risk of exposure to the Coronavirus (COVID-19), the City of Josephine will **NOT** conduct an on-site HOME Program information session and application in-take for the public to attend.

Applications for the HOME Program will be accepted by fax and email. Your application may also be taken by phone.

Applications will be available to pick up during regular business hours at the City of Josephine City Hall, 201 Main Street, Josephine, Texas and will be accepted from **April 12, 2021 through May 28, 2021**

For information and assistance on how to apply, contact Sandy M. Garcia at GrantWorks. Phone: 512-420-0303 x 325 or email at sandy@grantworks.net

(512) 420-0303 x 325 homeprogram@grantworks.net
www.grantworks.net

THE FOLLOWING IS A LIST OF DOCUMENTS THAT MUST BE PROVIDED FOR EVERY HOUSEHOLD MEMBER IN ORDER TO QUALIFY FOR THE HOME PROGRAM. ADDITIONAL DOCUMENTS MAY ALSO BE REQUIRED DURING THE REVIEW PROCESS. EVERY EFFORT SHOULD BE MADE TO SUBMIT COPIES OF ALL OF THE APPLICABLE DOCUMENTS WITH THE APPLICATION:

Income Documents

- The last six months' **pay stubs** and letter from employer stating **gross annual income**. IRS 1099's will NOT be accepted.
- A copy of the letter from Social Security stating **2021 SS** and/or **2021 SSI** benefits. IRS 1099's will NOT be accepted.
- A printout from the attorney general's office showing child support payments, or court order stating the amount.
- Pensions, Retirement, or Other Benefit letters **with the gross monthly or gross annual amount**. (VA, TRS, Insurance, Unemployment, etc.)
- Public Assistance benefit letter; with the **gross monthly amount**. (TANF, AFDC, etc.) Food stamps do not count.
- For each Checking Account(s), copies of the most recent six months of bank statements (**ALL** pages of each monthly statement) showing ALL transactions, beginning and ending balances, bank name, and account number.
- For each Savings Account(s), bring the most recent bank statement.
- CAD appraisal for any other properties that you may own besides your residence and lease information if applicable.
- Most recent statements for Pensions, Annuities, Interest/Dividends, Retirement Accounts, or 401(k)'s (if you are not receiving payments from these accounts).

Total gross annual income for your household **cannot exceed** the following amounts by household size:

1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
\$48,300	\$55,200	\$62,100	\$68,950	\$74,500	\$80,000	\$85,500	\$91,050

Ownership Information

- A Copy of the filed Warranty Deed to the property and the home. A Contract for Deed (rent to own) is not acceptable.
- If you ever made payments for the house you will need to provide a filed copy of the Release of Lien.
- If you own a mobile home, you will need to provide a copy of the title, called a Statement of Ownership.

Life Event Information

- Copies of Divorce Decrees for **ALL** dissolved marriages, for all household members, if applicable.
- Copies of Death Certificates for **ALL** deceased spouses, for all household members, if applicable.
- Copies of all available Last Will and Testaments; that transfer ownership of the home, or are for deceased spouses.

Property Tax Information

- Copy of the **2020** Tax Receipt(s) showing property taxes are paid and up to date for all taxing entities (City, County, ISD, etc.)
- If Taxes Are Not Paid in Full:** Tax receipts and a signed tax agreement with each taxing entity (City, County, ISD, etc.) with **three (3) consecutive receipts** proving that tax payments are being made on time.
- Most recent County tax appraisal showing land and home's value.

Identification Documents

- VALID** Driver's Licenses or photo ID's **with current physical address**, for all persons 18 years and older.
- One **VALID** voter registration card or utility bill **listing the physical address of the home and the applicant's name**.
- Copy of **social security cards** for all household members. (Medicare cards cannot be used in place of a SS card.)

IMPORTANT: Please be prepared to provide any additional information required by the County's grant administrator, GrantWorks, the Title Company, and the Texas Department of Housing and Community Affairs. Any documentation requested by these entities must be turned in by the given deadline at the intake, or we will not be able to assist you.

An Affirmative Action/Equal Opportunity Program

