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## DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

98 WASHINGTON STREET, 2<sup>ND</sup> FLOOR ♦ SALEM, MASSACHUSETTS 01970  
TELE: 978-619-5685

### HOUSING REHABILITATION LOAN PROGRAM INVESTOR-OWNER APPLICATION FOR ASSISTANCE CHECKLIST

PLEASE SUBMIT THE FOLLOWING DOCUMENTS TO:

THE CITY OF SALEM'S HOUSING REHABILITATION LOAN PROGRAM  
DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING (DPCD)  
98 WASHINGTON STREET, 2<sup>ND</sup> FLOOR  
SALEM, MA 01970

- ☐ Completed Application for Assistance
- ☐ Copy of Owner's Insurance Policy
- ☐ Copy of Deed
- ☐ Most current paid receipt for real estate tax bill and water/sewer bill for all properties
- ☐ Most recent year's federal tax return including all schedules and attachments
- ☐ Copy of mortgage statement(s) for all properties
- ☐ Tenant Survey Form for each occupied unit
- ☐ Copy of Lease for each occupied unit
- ☐ Lead Based Paint Inspection Report
- ☐ Real Estate Appraisal



*This program does not discriminate on the basis of race, color, national origin, gender or gender identity, age, religion, familial status, sexual orientation or disability. This program is funded through the United States Department of Housing and Urban Development (HUD), utilizing HOME and Community Block Grant Funds (CDBG).*

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