



Emergency Heating Repair Program (EHRP) Document Checklist

Applicant Name

Date

The following required documents that apply to your household must be included when returning your completed and signed application. Please mark an “X” by document included in your application packet.

	Copy of current Property Deed (must be recorded with Cook County Recorder of Deeds Office)
	Copy of current mortgage Statement, reverse mortgage statement, OR lender mortgage modification agreement (past due statements are not accepted)
	Copy of current Cook County Real Estate Tax Bill
	Copy of current Homeowner’s Insurance Declaration page or policy (expired statements not acceptable)
	Copy of signed 2022 and 2021 Federal Tax Returns including all schedule exhibits and addendums (must be signed and dated)
	Copy of all 2022- and 2021-years employer W2s and any 1099
	Copies of all income documentation from each household member (see below income documents)
	Copy of the three most-recent paycheck stubs
	Copy of current year Social Security Statement or award letter
	Copy of current year Disability statement or award letter
	Copy of current pension and annuity statements
	Copy of current Dividends and capital Gains Statements
	Copy of current Unemployment Benefit Statement (online printouts not acceptable)
	Copy of DHS Public Cash Assistance Letter (excluding SNAP/Link benefits)
	Copy of current lease or three (3) current rent receipts from all tenants (in 2–4-unit buildings)
	Tenant certification form (if applicable) (Note: tenant to complete, sign, and date)
	Copy of current profit and loss statement if Self-employed (must be signed)
	Copy of school records and/or transcripts (if any household member is currently enrolled)
	Copy of current Water Bill (payment plan letter must be included if applicable)
	Copy of death certificate (if applicable)
	Copy of Divorce Decree or Legal Separation agreement (if applicable)
	Copy of State Identification or Driver’s License on all adults in household 18 years or older, and all co-owners
	Copy of State ID or Driver’s License of co–owner not residing in the property
	Copy of Social Security Cards on all household members, minor children, and co-owners not living on the property
	Copy of current Building Code violations (if applicable)
	Notarized Letter of Explanation regarding any matters needed