

# City of Deltona

## Pre-screening Form Application (Please print)

Applicant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male or Female \_\_\_\_\_

Co-Applicant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male or Female \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell or Alternate Number \_\_\_\_\_

Email Address \_\_\_\_\_ Number of persons in household \_\_\_\_\_

Have you ever received a grant, loan or assistance from the City of Deltona? Yes \_\_\_ No \_\_\_

How long have you lived in your home? \_\_\_\_\_

1. Do you have insurance coverage on your home/property? \_\_\_ Yes \_\_\_ No
2. Are your property taxes paid up to date? \_\_\_ Yes \_\_\_ No
3. Do you have a 1<sup>st</sup> mortgage on the property and is it current? \_\_\_ Yes \_\_\_ No
4. Are your mortgages current? \_\_\_ Yes \_\_\_ No
5. Do all owners listed on the deed reside at the residence? \_\_\_ Yes \_\_\_ No

### IF YOU ANSWERED "NO" TO ANY OF THE QUESTIONS ABOVE YOU DO NOT QUALIFY FOR THIS PROGRAM.

1. Have you received a Lis Pendens (Foreclosure) on the property? \_\_\_ Yes \_\_\_ No
2. Are you aware of any outstanding liens on your property other than mortgages (e.g. IRS, City, County, Code Enforcement liens, equipment etc.)? \_\_\_ Yes \_\_\_ No
3. Do you own any other properties? \_\_\_ Yes \_\_\_ No

### IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS ABOVE YOU DO NOT QUALIFY FOR THIS PROGRAM

List all types of Monthly Income Sources\* (Gross amount):

Source \_\_\_\_\_ Amount: \$ \_\_\_\_\_

TOTAL Amount: \$ \_\_\_\_\_

Is anyone living in your home disabled? \_\_\_\_\_

Repairs Needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please include the following documents with your Pre-Screening Application**

**(COPIES ONLY ORIGINALS WILL NOT BE RETURNED):**

1. Proof of homeowner's insurance.
2. Income verification from all sources of income for the last 2 months for all members of the household.\*
3. Copy of your most recent mortgage statement, showing mortgage payment is current.
4. Copy of a current utility bill.
5. Driver's licenses or Identification cards for all household members 18 or older.
6. Birth certificates for all household members under 18.
7. Social security cards for all household members.
8. Income tax for the previous two years (three years if self-employed).
9. Copy of most recent two months of bank/asset statements (all pages) for all accounts.

**NOTICE TO POTENTIAL PARTICIPANTS**

Once the Pre-Screening Application, with required documentation is received, the applicant will be placed on the City of Deltona's Community Development Waiting List. You will receive a pre-approval or denial notice within 30 days of submittal of the Pre-Screening Application. If you receive a pre-approval we will also forward an application with a list of documents that will be needed to continue the application process. Receiving a pre-approval letter does not signify that you are approved for assistance, but does mean the applicant is eligible to complete the review process.

This program is not designed to assist with the regular maintenance of your home.

\* Please refer to "What is considered Income" under Frequently Asked Questions for list of income sources.

**I authorize the City of Deltona Community Development to contact any source necessary to establish the accuracy of the information on this form. Under penalty of perjury and acknowledged by my signature below, I swear and affirm that all information on this form is true and correct to the best of my knowledge.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_