





William D. Reilich  
Supervisor

## TOWN OF GREECE GREECE RESIDENTIAL IMPROVEMENT PROGRAM (GRIP) REQUIREMENTS

Thank you for expressing interest in the Town of Greece's Residential Improvement Program (GRIP). Each year, through the use of United States Housing and Urban Development (HUD) funds, the Town of Greece is able to help income-eligible homeowner's repair and revitalize their homes.

The program guidelines contain program eligibility requirements, as well as the application and a checklist of acceptable documentation for determination of program eligibility. Before completing the application, please note the following program requirements:

- All household members age 18 and over, are required to provide verification of income and assets as outlined on the application. Incomplete income documentation will delay the application approval process. Any written statements of explanation need to be signed, dated and notarized.
- Homeowners are required to include verification that the mortgage is current with no past due payments and that all property taxes are paid up to date.
- Regulations require that the value of the property may not exceed the current maximum of FHA mortgage limit for a single-family home, currently at \$130,000. You will not be eligible to participate if the current assessed value of your property exceeds this amount.
- All applicants are required to carry and provide proof of homeowner's insurance. Must show expiration date and coverage. At contract signing, homeowners are required to add the Town of Greece as a loss payee to their homeowner's insurance policy.

Upon completion of application, please sign and date the application and drop off all paperwork to the Town of Greece Technical Services Department. Applications are processed on a first-come, first-served basis and need to be fully documented before projects can proceed.

The Town of Greece welcomes your participation in the Residential Improvement Program. For additional information or questions, please call the GRIP office at (585) 723-2384.



**TOWN OF GREECE  
GREECE RESIDENTIAL IMPROVEMENT PROGRAM (GRIP)  
REQUIRED DOCUMENTATION CHECKLIST**

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Below is a list of all documents that are required at the time of the initial application. Please note that program regulations require that income documentation be no older than six (6) months old at the time that program funds are expended. Therefore, it may be necessary to resubmit documentation upon request. **Documents are required for all persons 18-years and older living in the household.**

**DOCUMENTATION REQUIRED AT TIME OF APPLICATION SUBMISSION**

- DRIVER'S LICENSE and/or IDENTIFICATION CARD
- SEPARATION/ DIVORCE DECREE – Submit cover and pages indicating property awards and dependent care;
- FEDERAL INCOME TAX RETURN – Pages 1 and 2 of most recent year signed Federal 1040. Include schedule "C" for any business plus all receipts;
- TWO CURRENT MONTHS, CONSECUTIVE BANK STATEMENTS -with all pages, for all checking, savings, retirement, investment, etc., for all persons in household 18 & older;
- EMPLOYMENT – Submit a copy of three (3) most recent, consecutive payroll check stubs for each employed household member age 18 and older;
- UNEMPLOYMENT – Submit documentation of benefits received for any unemployed household member age 18 and older;
- SOCIAL SECURITY BENEFITS – Submit a copy of current year Award Letter(s) for all household members receiving benefit for Social Security, Social Security Disability or Supplemental Security Income;
- PENSION, DISABILITY, WORKMEN'S COMPENSATION, etc. - Submit a copy of two (2) most recent statements, checks, etc. to document current payments;
- CHILD SUPPORT – Submit child support history for the last six (6) weeks or court documentation indicating support;
- PUBLIC ASSISTANCE – Heap, Snap, Cash allotment, Etc. Submit a copy of current Award Letter for all assistance received;
- HOMEOWNER'S INSURANCE "DECLARATION PAGE" showing: Agent's Name and phone number, dwelling coverage, and policy expiration date;
- CURRENT MORTGAGE STATEMENT – Documenting that account is PAID current. If you are going through a payment plan, must provide current documentation of payment plan and payments up to date on the plan;
- DEATH CERTIFICATE – If anyone listed on property deed is deceased.