

## **NEP Application Information and Required Documents**

An application is completed when the following information is submitted:

- The Income Verification page must have all the boxes checked off and be signed by the homeowner(s).
- The release form must include all members of the household. If they do not want to have media regarding identities, you must state that.
- Application information page that says what the work to be done is, chosen contractor, name, phone number, email address.
- Proof of homeowners insurance.
- Photos of the house. One must be the entire front of the house, one must have the address visible, and photos of areas of the house that need repair.
- Two bids for the work, detailed as possible as we will compare them. If the high bid is more than 25% higher than the lowest bid, a third bid is needed. Application will not be complete until the third bid is submitted.

*We will check the City of Lansing Assessor site to confirm taxes are paid up to date. We will also check contractor licensing/debarment.*