

AFP

Alternative Financing Program
Documentation Checklist

Account # Name _____

Check off each item after the documentation has been attached to the application.

REQUIRED FOR ALL APPLICATIONS:

- 1. Application is filled out and signed by borrower and co-borrower if applicable.
- 2. Application fee (\$10.00) is enclosed (check or money order).
- 3. Disability verification enclosed.
- 4. Letter of authorization, if borrower is making application on behalf of someone else who will use the equipment.
- 5. A signed *Authorization to Release Information*.
- 6. Job paystubs for the last 30 days (with year-to-date totals).
- 7. Letters of entitlement (i.e. Social Services benefits, public assistance)

REQUIRED FOR EQUIPMENT LOANS:

- 1. Invoice statement from vendor.
- 2. Copy of insurance documents for equipment, if applicable.
(Equipment may be covered under homeowner's or rental policy.)

REQUIRED FOR VEHICLE MODIFICATION LOANS:

- 1. Invoice statement from vendor.
- 2. Copy of vehicle title.
- 3. Copy of vehicle insurance policy.

REQUIRED FOR HOME MODIFICATION LOANS:

- 1. Invoice statement from contractor.
- 2. Copy of title policy and/or warranty deed.
- 3. Copy of two (2) bids or estimates for modifications or rehabilitation to be made to home on contractor's letterhead.
- 4. Copy of home insurance documentation.

I have attached all documentation on the checklist that is related to my application.

Signature of Borrower

Date

Signature of Co-Borrower

Date

Signature of AFP Program Manager

Signature of ARS Accounting Coordinator/Finance Dept.