

NASSAU COUNTY State Housing Initiatives Partnership (SHIP) Program

Step by Step Processing Guidelines – Emergency Repairs

STEP 1

APPLICATION FOR SHIP FUNDING (complete thoroughly)

- ✍ Ship Assistance: Disclose all household members in addition to applicant(s)
 - ✍ Annual Household Income: Estimate **all** household income (including unemployment if applicable) and provide statements from Social Security and/or pension. If employed, your employer will be contacted by the SHIP office.
 - ✍ Assets: Disclose all liquid assets and provide copies of the six most recent account statement(s). Provide the location of the assets, including contact names and phone numbers.
- SIGN & DATE**

CRITERIA CHECKLIST

- ✍ Read and **INITIAL** all items
- ✍ **SIGN & DATE**

APPLICANT RELEASE & CONSENT

- ✍ Read, **SIGN & DATE** for all household members over age 18

SHIP DOCUMENTATION LIST (Last page of application)

- ✍ List of all **documentation necessary** for submission:
 - Signed Application
 - Initialed Criteria Checklist
 - Signed Release and Consent Form
 - Asset documentation – 6 most recent account statements
 - Copy of Social Security Card(s) for each household member
 - Copy of photo ID for each Applicant (driver's license or State ID Card)
 - Copy of Deed to Applicant's home
 - Proof of non-delinquent Nassau County Property Taxes
 - Proof of Homeowner's Insurance

STEP 2

SHIP INCOME VERIFICATION

As soon as the Application is completed and received by the SHIP Coordinator, the income verification process will begin. After the verifications are received, a Letter of SHIP Eligibility will be mailed that includes the Income Certification Form. You must **SIGN, DATE & RETURN** all three pages to the SHIP office **as soon as possible**. **The date the office receives the Certification Form determines your waiting list status** and if available, funds will be encumbered in your name. An Award Letter will be mailed to you to reflect the time frame for the inspection and rehabilitation process.

STEP 3

HOME INSPECTION

Each recipient must make their home available for a physical inspection that will include a member of the SHIP staff and a licensed contractor to determine what is needed for the repair.

STEP 4

PRE-CONSTRUCTION MEETING

- ✍ Meet with the contractor and sign the Repair Contract

Preference will be given to Special Needs households to meet Florida mandated compliance requirements. Only Very Low/Low Income Households are eligible for rehabilitation