

Presque Isle County Home Improvement Program  
151 E. Huron Avenue, PO Box 110  
Rogers City, Michigan 49779

Dear Homeowner:

Thank you for your interest in the Home Improvement Program. Below is a list of the **REQUIRED** documentation needed to proceed with your application. Applications are processed on a first come, first ready, first served basis and applications are only deemed complete when **ALL** required documentation is received.

1. **Proof of Property Ownership.**

- Copy of recorded Warranty Deed, or
- Copy of recorded Land Contract

2. **Proof that you are current in your property taxes.**

- Tax statement from the County Treasurer

3. **Proof of Income.** This could include the following:

- Sixty days of pay stubs
- Social Security Award Letters – Call Social Security Administration at 877-452-4195 and request at TPQY statement. They will mail the statement to you.
- Pension Award Letters
- Any other income

4. **State and Federal Income Taxes**

- Most recent 2 years income tax filed with all W-2 & 1099 forms, must be **signed**
- Self Employed Forms – IRS Schedule C

5. **Proof of insurance on the home.**

- Declaration page showing amount of coverage and effective dates
- Proof of payment

6. **Copy of your most recent utility bills.**

7. **Copy of your Assessors Card.**

From your local City or Township Office

We strive to serve as many households as funding will allow.

If you have all of the required information listed above, please **contact us** at 989-734-4822 to **SCHEDULE AN APPOINTMENT.**

We look forward to serving you.



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