



*City of East Providence*

**HOME IMPROVEMENT PROGRAM  
APPLICATION CHECKLIST**

---

**Property Documents:**

- Copy of deed to the property and legal description (Exhibit A)  
(You can get a copy of your deed at City Hall on 1<sup>st</sup> Fl. in City Clerk) \_\_\_\_\_
- Copy of current property insurance policy \_\_\_\_\_
- Copy of current flood insurance policy (if applicable) \_\_\_\_\_  
Copy of current property tax bill, with assessed value \_\_\_\_\_  
(You can get a copy at City Hall on 1<sup>st</sup> Fl. in the Treasury Dept.)
- Mortgage Statement \_\_\_\_\_  
(If your mortgage is paid automatically, you can ask your agent for a  
copy to be faxed to the EP Planning Dept. 401-435-7611)

**Documents for each adult (excludes full-time students) living in the Owner's apartment or house:**

- Signed copy of the most recent tax returns, with all schedules & W-2 forms \_\_\_\_\_
- Copy of two most recent pay stubs \_\_\_\_\_
- Social Security Annual Award Letter (if applicable instead of pay stubs) \_\_\_\_\_
- Pension verification (if applicable) \_\_\_\_\_
- Bank statement showing the direct deposits (if you don't have the above). \_\_\_\_\_
- Copy of driver's license or photo ID \_\_\_\_\_

**Documents Provided by the Borrower:**

- Copy of lead and/or rent receipts for each rental unit \_\_\_\_\_
- Loan Application, complete and signed \_\_\_\_\_
- Blood Lead Testing Form, completed and signed \_\_\_\_\_  
(If you have children under 6 that live or that visit at least 14 days out of the year.)

**Documents Completed by Tenants (One set for each rental unit):**

- Tenant Information/Agreement Form, signed and dated \_\_\_\_\_

Return all of the above documents to:

City of East Providence  
Planning Department  
Home Improvement Program  
145 Taunton Avenue  
East Providence, RI 02914  
401-435-7536