



# City of Cooper HOME Program

The City of Cooper is pleased to announce the upcoming availability of HOME Program funds for homeowners living within the City of Cooper, City Limits.

The HOME Program provides funds to assist low-income homeowners to replace their current home with a new house, built on the same lot.

Applications for the HOME Program will be accepted by U.S. Mail, Fax and email. Your application may also be taken by phone.

Applications will be available to pick up on **Thursday, October 3rd, 2024**, during regular business hours at the City of Cooper, **City Hall, 91 North Side Square, Cooper TX**. The deadline to submit an application is **Thursday December 12th, 2024**

**Information and assistance on how to apply, contact Ermelinda Bost at GrantWorks.**

**Phone: 512-387-1583 or email at [ermelinda.bost@grantworks.net](mailto:ermelinda.bost@grantworks.net)**

THE FOLLOWING IS A LIST OF DOCUMENTS THAT MUST BE PROVIDED FOR EVERY HOUSEHOLD MEMBER IN ORDER TO QUALIFY FOR THE HOME PROGRAM. ADDITIONAL DOCUMENTS MAY ALSO BE REQUIRED DURING THE REVIEW PROCESS. **EVERY EFFORT SHOULD BE MADE TO SUBMIT COPIES OF ALL OF THE APPLICABLE DOCUMENTS WITH THE APPLICATION:**

### INCOME DOCUMENTS

- The last **four months' pay stubs**. IRS 1099's will NOT be accepted.
- A copy of the letter from Social Security stating **2024 SS** and/or **2024 SSI** benefits. IRS 1099's will NOT be accepted.
- A printout from the attorney general's office showing child support payments, or court order stating the amount.
- Pensions, Retirement, or Other Benefit letters **with the gross monthly or gross annual amount**. (VA, TRS, Insurance, Unemployment, etc.) **Benefit letters must be dated in current year**.
- Public Assistance benefit letter; with the **gross monthly amount**. (TANF, AFDC, etc.) Food stamps do not count.
- For each Checking Account(s), copies of the most recent six months of bank statements (ALL pages of each monthly statement) showing ALL transactions, beginning, and ending balances, bank name, and account number.
- For each Savings Account(s), a copy of the most recent bank statement.
- CAD appraisal for any other properties that you may own besides your residence and lease information if applicable.
- Most recent statements for Pensions, Annuities, Interest/Dividends, Retirement Accounts, or 401(k)'s (if you are not receiving payments from these accounts).

Total gross annual income for your household **cannot exceed** the following amounts by household size:

1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
\$44,400	\$50,750	\$57,050	\$63,400	\$68,500	\$73,550	\$78,650	\$83,700

### OWNERSHIP INFORMATION

- A Copy of the **filed** Warranty Deed to the property and the home. A Contract for Deed (rent to own) is not acceptable.
- If you ever made payments for the house, you will need to provide a filed copy of the Release of Lien.
- If you own a mobile home, you will need to provide a copy of the title, called a Statement of Ownership.

### LIFE EVENT INFORMATION

- Copies of Divorce Decrees for **ALL** dissolved marriages, for all household members, if applicable.
- Copies of Death Certificates for **ALL** deceased spouses, for all household members, if applicable.
- Copies of all available Last Will and Testaments; that transfer ownership of the home or are for deceased spouses.

### PROPERTY TAX INFORMATION

- Copy of the **2023** Tax Receipt(s) showing property taxes are paid and up to date for all taxing entities (City, County, ISD, etc.)
- If Taxes Are Not Paid in Full:** Tax receipts **and** a signed tax agreement with each taxing entity (City, County, ISD, etc.) with **three (3) consecutive receipts** proving that tax payments are being made on time.
- Most recent County tax appraisal showing land and home's value.

### IDENTIFICATION DOCUMENTS

- VALID** Texas Driver's Licenses or photo ID **with current physical address**, for all persons 18 years and older.
- One **VALID** voter registration card **or** utility bill **listing the physical address of the home and the applicant's name**.
- Copy of **social security cards** for all household members. (Medicare cards cannot be used in place of a SS card.)

**IMPORTANT:** Please be prepared to provide any additional information required by the City's grant administrator, GrantWorks, the Title Company, and the Texas Department of Housing and Community Affairs. Any documentation requested by these entities must be turned in by the given deadline at the intake, or we will not be able to assist you.