

CHIP

Holmes County Planning Commission

2 Court Street Suite 21
Millersburg, Ohio 444654

PH. 330-674-8625

Fax: 330-674-1582

Contact Mary Hoxworth for an appointment

HOW DO YOU APPLY?

1. Complete the application form.
2. Gather all required documents (see list below).
3. Schedule an appointment at the above phone number, to review and verify the application.
4. Obtain and submit any other documentation required, based upon guidance from the ORDC staff.

NOTE: *No application will be accepted as being complete until all required documentation has been received and verified by the staff.*

REQUIRED DOCUMENTATION

(The following list reflects what is typically required to process your application. Other documentation may be required, as determined by the staff.)

- Evidence of **ALL Sources of Income** (gross income for all residents, 18 and older)
(e.g. pay stubs or wage statements for most recent 2-month work period; the award letter for Social Security, ADC, or other Government programs (you should have received this in December or January); pension benefit statements; bank interest statements; etc.)
- Evidence of **ALL Sources of Assets** (IRA accounts, CD's, inheritance benefits, etc.)
- Deed** (must be in applicant's name)
- Insurance Declaration** (must be current; and reflect the amount of coverage, dates of coverage and amount of premium)
- Mortgage(s)**, and either payment books or bank statements reflecting the original amount, payments, and current balance.
- Most recent **Property Tax statement**