

EMERGENCY PROGRAM
APPLICATION CHECKLIST

The following items must be presented to the staff AT the time of application.
Failure to submit the required listed items will delay the loan process.
You must contact the office to schedule an appointment.

- Preliminary Application (Must be completed before your scheduled appointment)
Property Deed/Warranty Deed/Quick Claim Deed (This is a recorded document and can get a copy by calling the Records office at 219-755-3730.)
Do not schedule an appointment until you have this document!
Mortgage Documents: Mortgage Payment Statement/Booklet/Coupon
Proof that your Real Estate Taxes are current (bring Receipt from Treasure's Office-219-933-2900 even if your taxes are included in your Mortgage.)
Federal and State Income Tax Return for 2024 for all adults in home
Note: The returns must be signed by the taxpayer(s)
W-2's, 1099's, Dividend Income, etc. to support Federal & State tax returns for all adults in home
Proof of Supplemental Income (Pensions, Social Security) (award letters 2024/2025)
Homeowner's Credit Report
Current Declaration of homeowner's insurance
Statements for ALL open charge accounts, automobile notes/leases, etc. for all adults in home
Current NIPSCO & Water Department bills
Checking & Savings account statements (must have Address of bank and account numbers on statements) for all adults in home
Last three payroll stubs of all applicant(s) (unemployment if received) for all adults in home
Driver's License/Photo ID for anyone on the deed
Spouse's Death Certificate (if applicable)
Divorce or Separation Decree (if applicable)

2025 Family Size and Current Income Limits

To qualify for this program, the household's income by family size (this means all household members who are employed) must be equal to or below the income guidelines stated below. Please circle your family size and check your income status to see if you meet the preliminary qualifications. If you do not meet the preliminary qualifications listed below, then you do not qualify for the Emergency Program.

Table with 10 columns: Family Size, 1, 2, 3, 4, 5, 6, 7, 8, and a row for 80% income limits with values: 53,550, 61,200, 68,850, 76,500, 82,650, 88,750, 94,900, 101,000.

Please bring the above documents and the completed preliminary application with you to your scheduled appointment. Due to the volume of applicants, no one will be seen without an appointment. Applications received through the mail will not be accepted. Once again, you must schedule an appointment that should take approximately thirty (30) minutes.

PLEASE CALL - 853-6358 ext. #2 TO SCHEDULE AN APPOINTMENT.