



Required Program Documents

After you fill out the online form at ElevateEnergy.org/MMRP, an Elevate Energy staff person will call to review the documents and schedule a time to collect them from you. The list is provided so you can begin tracking down the paperwork and informing other members of your household about the paperwork they will need to provide.

Key:  Required for homeowner  Required for all adult household members

- 1.** Current homeowners insurance declaration page.

- 2.** Copy of state ID or driver's license *for the owners of the property.

- 3.** 2 most recent years (2015 & 2016) of federal income tax returns with all of the schedules attached *for any and all household members (Illinois state tax returns are NOT required or needed).

- 4.** 2 most recent years (2015 & 2016) of W-2 statements *for any and all household members.

- 5.** 3 most recent (past 30 days) paystubs for any and all household members.
If receiving unemployment income, the most recent unemployment income documents are required.

- 6.** 2017 Social Security award letter showing the MONTHLY amount awarded *for any and all household members that receive Social Security income.

- 7.** 2017 pension statement showing the MONTHLY amount awarded *for any and all household members that receive pension income.

- 8.** Most recent mortgage statement.
OR
Copy of RECORDED deed if you no longer have a mortgage.

- 9.** Lease agreement(s) for rental units in property (if 2 or more units within the property).
OR
Copies of 3 most recent rental receipts if you do not have a lease.

- 10.** Notarized letter if unemployed stating that you do not receive any income, unemployment income, and are not working at this time *for any and all household members. Must be signed by the household member making the statement.
This is only needed if you or someone in your home has no paperwork to verify that he/she is unemployed (i.e. not receiving an unemployment check).

- 11.** Notarized letter if you do not file your federal income tax returns due to being on a fixed income (if on Social Security and/or pension) *for any and all household members. Must be signed by the household member making the statement.
This is only needed if you or someone in your home does not have 2015 and 2016 federal tax returns or W-2s.

- 12.** Notarized letter if you do not receive any rental income (i.e. family building, no tenants, etc.) signed by the owners.
This is only needed if a unit in your building is empty or if someone is living there for free (like a parent or adult child). If your building is a single family house, you don't need to provide this.