

City of Norwich Office of Community Development
Application Checklist

PLEASE NOTE: Mortgages, taxes, utilities (NPU) must all be current and the applicant free from any liens including but not limited to Tax, Judgement or Relocation liens at the time of application.

The following items are required to be submitted at the time of application. We reserve the right to request additional documentation not listed if necessary, to determine eligibility.

Copy of your most recent mortgage statement(s), with Loan balance, for all mortgages, home equity loans etc.

Copy of mortgage payment history for the last 12 months

Copy of most recent appraisal if available

Copy of Tax Bill from Tax Collector's office showing all accounts current

Copy of Tax Assessor's card for project property

Copy of Mortgage Deed from City Clerk's Office

Copy of Property Insurance Binder

Photocopy of birth certificate, permanent residency, visa or passport

Copy of Most Recent Federal Tax Return (owner-occupants and/or tenants)

Proof of income (owner-occupants and/or all tenants) including:

Copy of three (3) consecutive pay stubs from the past two months)

Unemployment compensation printout

Social Security benefits printout

Veteran's benefits

Copy of three (3) most recent monthly bank statements

Copy of executed lease(s) for each rented unit (Landlords Only)