



CITY OF MIRAMAR SEWER CONNECTION PROGRAM

1) The following is a list of the documents that you will need to provide with your completed application. **Applications will become available when the program opens.**

Please provide photo-copies of the below documents. WE DO NOT MAKE COPIES!

2) Proof of property ownership:

- a) Deed, (which may be a warranty deed, special warranty deed, personal representative deed or quit claim deed. **Please note, that due to Federal Regulations, a Title Search will be performed to verify information as to ownership provide by each applicant.**
- b) Title Insurance Policy **or**
- c) Lease with a term in excess of 99 years **or**
- d) Order determining Homestead in an estate **or**
- e) Copy of a Trust Agreement **or**
- f) Certificate of Title

Note: If the Deed lists anyone that does not reside in the home, a notarized, sworn statement must be provided by the non-resident(s) that attests to the fact that the individual(s) do not reside in the home and have their primary residence elsewhere. The individual(s) must provide a copy of a residential property lease or an ad valorem property tax bill indicating their primary residence is elsewhere.

3) Three (3) most recent pay stubs or earnings statements showing the employee's name, gross pay per pay period, deductions, and frequency of pay for every household member over 18 years old.

4) Broward County Notice of Ad Valorem Taxes (must show Assessed Value of Property)

This may be obtained by logging on to the Property Appraisers web site at www.bcpa.net

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5) Proof that you are current in the payment of your property taxes:

- a) Paid Property Tax Receipt from the Broward County Property Appraiser **or**
 - b) Copy of your canceled check, front and back, showing payment **or**
 - c) Sworn Affidavit certifying that you have paid your property taxes **or**
 - d) Statement from you mortgage lender attesting that your property taxes have been paid **or**
 - e) A printout from the Broward County Property Appraisers web site
- 6) Last six (6) months bank statements for every household member.** We need every page of the bank statements.

7) Proof of Hazard and Flood Insurance:

- a) A copy of your homeowner's insurance policy. Policy must include Flood Insurance. If Flood Insurance is not required, please provide a Determination Letter from FEMA.

8) Federal income tax returns filed with the IRS for the last two (2) years AND W-2's for the last two (2) years. We will accept:

- a) A copy of the original signed federal tax return with W-2's **or**
- b) A transcript of your federal return from the IRS with W-2's. You can request a transcript by filling out IRS form 4506-T and sending to the IRS. The form can be obtained from the IRS website www.irs.gov, by calling the IRS at 1-800-829-3676, or by going to the IRS office.

9) Proof of number of dependents claimed (Dependants must be listed on your federal tax return).

- a) Birth Certificate on which the parent/applicant=s name is listed **or**
- b) School records which give the parents names and address **or**
- c) Court-ordered letters of guardianship **or**
- d) Divorce decree **or**
- e) Letters of adoption
- f) If a dependant over 18 is a full time student please submit a copy of their class schedule in addition to the above documents.

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10) **Social Security Cards for all household members.**

11) **Proof of citizenship or legal alien status documents.**

- a) United States of America birth certificate **or**
- b) Naturalization papers **or**
- c) Alien registration card

12) **If you are divorced we need a copy of your divorce decree or certified court documents.**

13) **Proof of Employment Income:**

- a) Three most recent pay stubs or earning statements for every household member over 18 years of age.
- b) The pay stubs must show the employee's name, gross pay per period, deductions, and frequency of pay.

14) **Self-Employment Income.** Schedule C, E, or F must be included with your federal income tax return

AND

- a) Accountant or bookkeeper's statement of net income expected for the next 12 months printed on the accountant/book keeper's company letterhead **or**
- b) A notarized, sworn statement, from the self-employed individual, of net income expected for the next 12 months

15) **Social Security, Supplemental Security Income (SSI), and Disability benefits** - An award or benefit notification letter prepared and signed by the authorizing agency.

16) **Unearned Income.** Please provide documents for all that apply.

- a) Unemployment Compensation - Unemployment benefit award notice with three (3) copies of unemployment check stubs.
- b) Disability Compensation - Notice of eligibility from employer or authorizing agency and three (3) copies of check stubs.
- c) Worker's Compensation - Notice of eligibility with amount awarded and three (3) copies of check stubs.
- d) Severance Pay - Notice of employer stating the amount received in severance pay.
- e) Welfare of other needs based payments given to any household members

17) **Unemployed household member not receiving unemployment benefits or income.** Please provide a notarized, sworn statement from the household member stating that unemployment benefits are not received and he/or she is not receiving any income.

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18) For Alimony or Child Support Payments

- a) A printout from the court or governmental agency through which payments are being made **or**
- b) An original notarized letter from the non-custodial parent stating the amount given weekly, bi-weekly, or monthly **or**
- c) An original notarized statement from custodial parent stating that child support is not received for each child.

19) **For Scholarships, Grants, and Veteran's Administration Benefits** – Benefactor's written confirmation of amount of assistance, and educational institution's written confirmation of expected cost of the student's tuition, fees, books, and equipment for the next 12 months.

20) **Assets** - Please bring current statements for the below assets for each household member if applicable. We need all pages of each statements submitted and listed on your application form.

- a) 401(K) account statement
- b) Retirement statement
- c) Pension statement
- d) IRA statement
- e) Certificate of deposit (CD) statement
- f) Annuities

21) **Life Insurance policy with current cash value and the type (term or whole).** We need all pages of the most current policy statement.

22) **Recurring Contributions and Gifts.** Example: non-household member paying all of part of bills, mortgages or contributing money on a regular basis.

- a) Notarized statement or affidavit signed by the person providing the assistance, giving the purpose, dates and value of the gifts or
- b) A letter from a bank, attorney, or a trustee providing required verification.

23) **Mortgage Statements.** If you currently have a mortgage on your property, or an equity line, please provide a copy of your most recent mortgage statement(s). Your mortgage(s) must be current to receive assistance from the City

Please provide photo-copies of items 2 - 22. WE DO NOT MAKE COPIES.