Oregon Homeownership Stabilization Initiative

PROPERTY TAX BENEFIT
Submission Checklist

Forms Automatically Printed from Online Application

☐ Intake Form (Please verify that your information is accurate)

☐ Third-Party Authorization Form (All applicants must sign and date)

☐ Hardship Affidavit (All applicants must sign and date)

Supporting Documentation You Need to Provide

☐ Copy of photo identification (Text and photo must be clear and legible)

☐ Copy of most recent property tax assessment
(Can be obtained from your county assessor's office)

☐ Copy of promissory note or deed of trust for existing mortgage/HELOC (if applicable)

☐ Copy of 2016 individual and business federal tax returns with all Schedules, W-2s and 1098/1099s (Must include signature and date)

Current Income Documents:

Provide the TWO (2) MOST RECENT that apply:

☐ Pay stubs
☐ Pension/Retirement Benefit Statements
☐ Social Security Benefit Statements (or most recent award letter)
☐ Disability Benefit Statements
☐ Rental Agreement, if receiving rent from a roommate
☐ Divorce Decree, if receiving alimony
☐ Other income sources

IF SELF-EMPLOYED:
☐ 2017 Year-to-date Profit & Loss Statement (P&L) – Using OHSI form provided

**Please return all items on this checklist to your Intake Agency before the deadline.
Your completed application can be submitted via fax, mail, or a drop-box.**

MAIL / DROP BOX	**FAX**
Intake Agency Name, Attn: LPA Intake Agency Address Line 1 Intake Agency Address Line 2 Intake Agency Address Line 3	Intake Agency Name Attn: LPA Application (xxx) xxx-xxxx