



CITY OF
SANFORD
COMMUNITY RELATIONS &
NEIGHBORHOOD ENGAGEMENT

**REQUIRED HOUSING/
REHABILITATION
DOCUMENTATION**

**City of Sanford
Community Development
300 N. Park Ave., 2nd Floor
Sanford, FL 32771**

Income Limit Tables City of Sanford, FL

NOTE: Seminole County is part of the **Orlando-Kissimmee-Sanford, FL MSA**, so all information presented here applies to all of the **Orlando-Kissimmee-Sanford, FL MSA**.

The **Orlando-Kissimmee-Sanford, FL MSA** contains the following areas: Orange County, FL; Osceola County, FL; and Seminole County, FL.

Household Size	Extremely Low 30%	Very Low 50%	Low 80%
1	\$22,150	\$36,900	\$59,050
2	\$25,300	\$42,150	\$67,450
3	\$28,450	\$47,450	\$75,900
4	\$32,150	\$52,700	\$84,300
5	\$37,650	\$56,950	\$91,050
6	\$43,150	\$61,150	\$97,800
7	\$48,650	\$65,350	\$104,550
8	\$54,150	\$69,550	\$111,300

*subject to change annually based on the Department of Housing and Urban Development.

Income Limit areas are based on FY 2025 Fair Market Rent (FMR) areas.

REQUIRED DOCUMENTATION

Applicants who knowingly provide false, misleading, or incomplete information will result in a denied application and be barred from services from this office. Incomplete applications will be denied. The following documents **must** be included with your application:

For ALL household members:

☐ **Proof of Identification**

- Driver's License and/or Passport, Resident's Card, Certificate of Naturalization
- Birth Certificates (with the parent(s) or applicant's name listed), and/or Passport, Resident's Card, Certificate of Naturalization
- School records (with the parent(s) name and address), Court-ordered Letter of Guardianship, or Letter of Adoption.

Note: These must be accompanied by the Social Security Card.

☐ **Federal Income Tax Returns and W-2** forms for the most recent two (2) years for all working adults currently residing in the household.

☐ **Current Paystubs** (for all employed household members 18 years old or older)

- Six (6) most recent paystubs
- If an adult household member is not working and receives no income from any source, the household member must provide a completed Verification of No Monthly Income form and supporting documentation from the following agencies Social Security Administration, Unemployment, and Department of Children and Families.
- **Self-employment Income** Schedule C, E, or F must be included with your federal income tax return AND the Accountant or bookkeeper's statement of net income expected for the next 12 months printed on the accountant/bookkeeper's company letterhead, or A notarized, sworn statement, from the self-employed individual, of net income expected for the next 12 months

- ☐ **Employment Information** for each household member that is working provides the following:
Name of employer, Name of Supervisor / Manager, Address of the employer, Phone Number of the employer, and fax number of employer.
- ☐ **Current Bank Statements** (Checking and/or Savings Accounts)
 - Six (6) most recent bank statements
 - A notarized letter or statement from each adult household member that does not have an open bank account, stating such.
- ☐ **Award Letter:** (Social Security, Pension or Public Assistance, Veteran's benefits)
- ☐ If applicable, proof of other income received by any household member, such as Alimony, Unemployment benefits, or any other income you receive regularly.
- ☐ If applicable, court-ordered child support or direct payment agreement from the natural parent not residing in the household. All reported children in the household must demonstrate guardianship.
- ☐ If applicable, a copy of the Divorce Decree.
- ☐ If applicable, a copy of the most recent statement for 401k, retirement funds, IRA, stocks, bonds, or other funds.
- ☐ If applicable, a copy of the current cash value statement for any Whole Life Policy insurance.

For Property:

- ☐ **Proof of Property Ownership**
 - Warranty Deed, or Quit Claim Deed, or Satisfaction of Mortgage
- ☐ **Proof of Insurance**
 - The "Declaration Page" of your current Homeowner's Insurance, Fire Insurance, Windstorm, and/or Flood Insurance Policy if applicable
- ☐ **Proof that you are current in your property taxes**
 - Property tax payment receipt from the county, or
 - A printout from the Seminole County Property Appraisers website
- ☐ **Most recent Mortgage Statement**

COMPLETED APPLICATION & SUPPORTING DOCUMENTS:

- Drop off your application with all the required documentation.
- Please do not provide originals with your application, copies ONLY.
- **If your application is missing any of the documentation, your application will be deemed incomplete and denied.**
- **Deadline November 6th, applications received after 4:00 pm will not be considered.**

Please call Edwige "Eddie" Josue at (407) 562-2779 or email CDBG@sanfordfl.gov if you have any questions.