



# North Country

RURAL DEVELOPMENT COALITION

## VRP Applicant Checklist

***Please provide the following documents to complete your application for the VRP:***

1. Attestation of Bankruptcy Status
  - A signed statement confirming that you are not currently in bankruptcy.
2. Liens and Judgments
  - Provide receipts or documentation confirming that all liens or judgments on your properties have been cleared, or a signed attestation if liens or judgments are not present on your properties.
3. Compliance Documentation
  - Letters or official documentation from local authorities confirming that your properties comply with applicable regulations or proof that actions have been taken to resolve any outstanding violations.
4. Receipts of Proof of Payment for the Following
  - School Taxes
  - Property Taxes
  - Utilities
  - Mortgage
  - Insurance
5. Investigation Status
  - A signed attestation letter stating that the property owner is not currently under investigation by the Department of Health, EPA, HUD, a State agency, or any Local government agency for violations of laws or regulations.
6. Code and Zoning Compliance
  - A signed letter from the local code officer and the planning and zoning board confirming that your properties are in good standing with local authorities.
7. Financial Documentation
  - Provide bank statements, loan agreements, or other financial documents demonstrating that you have adequate access to the financial resources required for the proposed work.
8. Current Landlord References
  - Two letters of reference from current tenants.
9. Volunteer Work and Community Involvement
  - A letter describing your involvement in volunteer work or community service.
  - A letter of reference from a community leader or the leader of an organization with which you have volunteered.

***Please ensure all documents are complete and up to date. Missing or incomplete documentation may delay the application process. Thank you for your attention to detail in preparing these materials.***