



Alternative Financing Program  
Documentation Checklist

Account #  Name \_\_\_\_\_

Check off each item after the documentation has been attached to the application.

**REQUIRED FOR ALL APPLICATIONS:**

- 1. Application is filled out and signed by borrower and co-borrower if applicable.
- 2. Application fee (\$10.00) is enclosed (check or money order).
- 3. Disability verification enclosed.
- 4. Letter of authorization, if borrower is making application on behalf of someone else who will use the equipment.
- 5. A signed *Authorization to Release Information*.
- 6. Job paystubs for the last 30 days (with year-to-date totals).
- 7. Letters of entitlement (i.e. Social Services benefits, public assistance)

**REQUIRED FOR EQUIPMENT LOANS:**

- 1. Invoice statement from vendor.
- 2. Copy of insurance documents for equipment, if applicable.  
(Equipment may be covered under homeowner's or rental policy.)

**REQUIRED FOR VEHICLE MODIFICATION LOANS:**

- 1. Invoice statement from vendor.
- 2. Copy of vehicle title.
- 3. Copy of vehicle insurance policy.

**REQUIRED FOR HOME MODIFICATION LOANS:**

- 1. Invoice statement from contractor.
- 2. Copy of title policy and/or warranty deed.
- 3. Copy of two (2) bids or estimates for modifications or rehabilitation to be made to home on contractor's letterhead.
- 4. Copy of home insurance documentation.

**I have attached all documentation on the checklist that is related to my application.**

\_\_\_\_\_  
Signature of Borrower \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Borrower \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of AFP Program Manager \_\_\_\_\_  
Signature of ARS Accounting Coordinator/Finance Dept.