



## Highlands County Housing Division SHIP Foreclosure Prevention Application

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### Step 1: Gather Your Documents

#### Documents Needed

Before you begin the online application, gather and be prepared to upload the following documents.

- Photo Identification of each household adult
- Social Security Card for each household member
- Birth Certificate for household members under 18yrs
- Proof of income received within the past 60 days for all household members: Pay stubs, Social Security Benefit Letter, Pension, Child Support, TANF, Unemployment
- If self-employed – two years most recent tax returns and profit and loss statement
- Checking Account Statements – 3 months
- Electronic Banking (Chime, Crypto Currency etc.) – 3 months
- Savings Account Statements – 3 months
- Cash App, Pay Pal, Credit Karma, Apple Cash Statements – 3 months
- Homeowners Insurance Policy- Current
- Recent Mortgage statement- Current
- Copies of household bills- Current
- Proof of Emergency

**NOTICE: Applications MUST include all required documents. Documents should be uploaded with your application or emailed to [SHIP@highlandsfl.gov](mailto:SHIP@highlandsfl.gov) within 7 calendar days of the application submission date. Screen shots of financial documents will not be accepted. Applications without the necessary documents will be denied.**

### Step 2: Complete the Neighborly application online

Take your time and be patient. If you run into any problems while completing the application or are unable to complete a Neighborly application online, call 863-402-6648 for assistance Monday through Friday 8:00 a.m. to 5:00 p.m.

### Step 3: Be patient and wait to be contacted

All applications are reviewed in the order that they are received. Someone from the Housing Division will review your application and reach out to you by phone or email to complete the application and screening process. It is important that your contact information is correct on the application.

#### Other forms may be requested:

- Employer Verification of Employment
- Unemployed Affidavit
- Divorce decree
- Court-ordered letter of guardianship
- Power of Attorney (POA) for any adult in household