E-LSLR Part 2. Supporting Document Checklist

**Group A: Identification Information**

- Copy of State Identification or Driver’s License for all adults in household 18 yrs. or older
- Copy of Birth Certificate(s) or School Records for any household member under 18 yrs.

**Group B: Property Information**

- Copy of current Property Deed (must be recorded with Cook County Deeds office)
  - Copy of State Identification or Driver’s License of co-owner not residing on the property
  - Copy of Divorce Decree or Legal Separation Agreement (if listed on property deed and does not reside within the dwelling)
  - Copy of Death Certificate (if deceased is listed on property deed)
- Copy of current Cook County Real Estate Tax Bill
- Copy of a current Utility Bill
- Copy of current Building Code Violations (if applicable)

**Group C: Income Information**

- Copy of signed Most Recent Two Years of Federal Tax Returns including all schedule exhibits and addendums – for all household members where applicable (federal taxes must be signed and dated or proof of online filing)

If a portion of the property is rented:
- Tenant Certification Form, if applicable (Note: tenant to complete, sign, and date)
- Copy of current Lease or three (3) current Rent Receipts from all renters

If there are no Tax Returns for one or all household members -or- the income situation has changed since the returns were filed, the following applicable documents must be presented for every household member that is 18 years of age or older:

- Copies of all income documentation from each household member (check which applies)
  - Copy of three (3) current/recent Pay Stubs
  - Copy of current year Social Security Statement or award letter
  - Copy of current year Disability Statement or award letter
  - Copy of current Pension and Annuity Statements
  - Copy of current Dividends and Capital Gains Statements
  - Copy of current Unemployment Benefit Statement (online printouts not accepted)
  - Copy of DHS Public Cash Assistance Letter (exclude SNAP/Link benefits)
  - Copy of current Profit and Loss Statement on Self Employed Business (must be notarized and signed and include Individual Taxpayer Identification Number)
  - Proof of Child Support and Alimony (if applicable)
☐ Certification of Zero Income Form if no household members have income (needs to be notarized)

Additional documents may be requested after initial review.

Group D: Miscellaneous Information
☐ Letter of Explanation regarding: ________________________________

To submit your E-LSLR application and supporting documents:

1. Upload scans of your documents to our secure online portal at:
   www.ChicagoWaterQuality.org/Upload

   OR

2. Mail copies of your documents to:
   City of Chicago
   Department of Water Management
   Equity Lead Service Line Replacement Program
   1000 E Ohio St
   Chicago, IL 60611