



**THE INDIAN RIVER COUNTY SHIP PROGRAM**  
**SHIP Preliminary Intake Information Sheet**

Indian River County Planning Division  
1801 27th Street, Vero Beach, FL 32960  
(772) 226-4344 or email: jwatkins@ircgov.com

TYPE OF LOAN: PURCHASE ASSISTANCE \_\_\_\_\_ MAJOR/MINOR REHAB \_\_\_\_\_ IMPACT FEE \_\_\_\_\_

*Please print all information clearly*

Applicant Name	
Co-Applicant Name	
Address	
Mailing if Different	
Phone Number	
Cell Number	
Email Address	

Number of Adults living in Household (18 and Older)	
Number of Children living in Household (Under 18)	
Estimated Annual Gross Income for all Adult Household Members	
Estimated Total Cash Assets for Entire Household (savings, money market, cash on hand, etc.)	
Has the Applicant and/or Co-Applicant Owned a Home in the Last 3 Years (Yes or No)	

**INDICATE IN EACH BOX BELOW WITH A YES OR NO**

Is Anyone in the Household Employed?	Company Name: _____	
Is Anyone in the Household Self-Employed? (sub-contractor, 1099)		
Has Anyone in the Household Applied for SS Disability and are Awaiting Determination?		
Does Anyone in the Household Receive SS, Veterans, or Other Disability Payments?		
Does Anyone in the Household Receive Social Security?		
Does Anyone in the Household Receive Child Support?	By Court Order: Y N	
Does Anyone in the Household Receive Other Income Not Listed Above?		
Does Anyone in the Household Receive Public or Family Cash Assistance? (not food stamps)		
Does Anyone in the Household Have a Checking Account?	Bank Name: _____	
Does Anyone in the Household Have a Savings Account?	Bank Name: _____	
Does Anyone in the Household Have a 401K, Pension, or Retirement Account?		

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only	Number Assigned		FY		Pre-Qual or Deed Attached	
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# SHIP Application Process

1. Complete this SHIP preliminary intake information sheet and submit it to the SHIP office to obtain your waiting list number along with your pre-qualification lender letter or a copy of your property deed.
2. For a purchase assistance loan, coordinate with a bank (SHIP Lender) and obtain a pre-qualification letter and submit it to the SHIP office in conjunction with your SHIP preliminary intake information sheet.
3. For a purchase assistance loan, register for and attend a Homebuyers Educational Workshop when Contacted by SHIP staff.
4. Make sure to coordinate with the SHIP office if any of your contact information changes (new address, phone number(s), email, etc.).
5. Submit the SHIP assistance loan application and all required attachments / documents to the SHIP office when your number is pulled and you are contacted by staff (approximately in 18 months).
6. Staff will process your loan application and coordinate with you if any additional information or documents are needed. When staff requests documents, please ensure to supply them in a timely manner so your application could move forward.

**“all state, county, and municipal records are open for personal inspection and copying by any person.”**

## **NOTICE - BE AWARE THAT**

**FLORIDA STATUTE SECTION 837.06 - FALSE OFFICIAL STATEMENTS LAW STATES THAT:**

**"WHOEVER KNOWINGLY MAKES A FALSE STATEMENT IN WRITING WITH THE INTENT TO MISLEAD A PUBLIC SERVANT IN THE PERFORMANCE OF HIS OFFICIAL DUTY SHALL BE GUILTY OF A MISDEMEANOR OF THE SECOND DEGREE," PUNISHABLE AS PROVIDED BY A FINE TO A MAXIMUM OF \$500.00 AND/OR MAXIMUM OF A SIXTY DAY JAIL TERM**