

Exhibit B

Required Documentation for Eligibility

Documents to Collect

In order to assess eligibility for the program, we collect the following documents from applicants:

1. The applicant should be the homeowner (the person whose name appears on the deed) and needs to complete and sign the following documents:
 - [BTL Program Release Forms](#) ([Spanish version](#))
 - i. **ALL household members** must be listed on the “*Income Affidavit*” even if their income is zero
 - ii. The release forms should be separated into 5 parts and uploaded to the respective document types in the “*Document Checklist Items*”: (a) Program Release Form (pgs. 1-2), (b) Income Affidavit, (c) PECO Release Form, (d) PGW Release Form, (e) PWD Release
2. Deed (if the applicant is unable to find the deed, PEA can do a record search upon request)
 - The homeowner (person whose name appears on the deed) must be the applicant. If the homeowner is a member of the household but not the applicant then the applicant’s name can be changed to the name of the homeowner. *The homeowner must be the person who signs all intake documents.*
 - If the applicant is the homeowner but their name does not appear on the deed then they will need to be referred to [Community Legal Services](#) for assistance with getting their name on the deed.
 - The deed should be uploaded to the following document type in the “*Document Checklist Items*”: (a) Proof of Homeownership
 - If the deed is not in the applicant’s name but Community Legal Services can attest to the applicant being the rightful owner of the home, CLS may submit a letter of merit in lieu of a deed
3. Proof that the homeowner is up to date with their property taxes
 - Property taxes can be checked on the [Philadelphia Tax Center](#) website and searching by address under the **Property** tab
 - If the applicant is behind on their property taxes they will need to provide proof that they are on a payment arrangement
 - This document should be uploaded to the following document type in the “*Document Checklist Items*”: (a) Proof of Property Tax Payment
4. Proof of household income for **ALL household members 18 years of age and older**:

- In Salesforce: Complete the “*Application Intake*” section in Salesforce first and input the monthly income. Please note that the income document type will be automatically generated in the “*Document Checklist Items*” after you’ve entered it in the “Application Intake”. Upload each income document in the respective income document type in the “*Document Checklist Items*”
 - i. Most recent pay stubs showing one (1) month of income
 - ii. Letter from the employer stating wages and rate of compensation
 - iii. Unemployment benefits
 - iv. Retirement benefit/pension statements
 - v. Social Security benefits
 - vi. Temporary Assistance for Needy Families (TANF)
 - vii. **Self employment income:** 1099 form **and** notarized document providing detailed description of current gross income less expenses (i.e. net income)
 - viii. **No income:** State an income of zero on the “*Income Affidavit*” in the [BTL Program Release Forms](#)
- 5. **All pages** of most recent utility bills:
 - PECO electric bill
 - PGW gas bill (if applicable)
 - PWD water bill
 - This document should be uploaded to the following document types in the “*Document Checklist Items*”: (a) PECO Bill, (b) PGW Bill, (c) PWD Bill
- 6. Homeowner’s photo ID
 - This document should be uploaded to the following document type in the “*Document Checklist Items*”: (a) Homeowner ID

Income eligibility for the Built to Last program for 2026:

Household Size	Maximum Annual Household Income
1	\$51,540
2	\$58,920
3	\$66,300
4	\$73,620
5	\$79,560
6	\$85,440

7	\$91,320
8	\$97,200
More than 8 add per person	\$5,900

Multiple homeowners

In cases where there are multiple people listed on the deed and one or more of the homeowners **do not** reside in the home, each non-resident homeowner needs to submit a notarized [non-residency affidavit form - multiple homeowners](#) ([Spanish version](#)) granting permission for Built to Last to perform repairs in the home.

In cases where there are multiple people listed on the deed and they ALL reside in the home, no further information/documentation is required.

Applicants who do not reside in their home

Typically, Built to Last does not serve homeowners who do not reside in their home. However, on a case-by-case basis, the program may consider enrolling homeowners who are unable to live in their home because of the condition of the home. PEA will make the determination on whether such a homeowner is eligible for BTL services. If PEA determines that the applicant is eligible for BTL, applicants will need to submit a notarized [non-residency affidavit form - condition of home](#) ([Spanish version](#)).