

TANGLED TITLE FUND APPLICATION

Checklist

A Tangled Title Fund application must include the following documents in order to be reviewed for approval. **Any application that is submitted but that fails to include any of the above items will not be reviewed for approval and will instead be held until all necessary documentation is received.**

- _____ the application, completed and signed in all necessary places, including the estimated budget
- _____ proof of the applicant's income; *or*, if the applicant has no income, a completed Verification of No Income form and an explanation of how the applicant pays for his/her living expenses and how the applicant plans to pay for future expenses related with being a homeowner (e.g., real estate taxes, general maintenance)
- _____ for any other adult household members, proof of income *or* a completed Verification of No Income form
- _____ a brief but thorough description of the case, *including* the factual background and your proposed or actual legal resolution
- _____ a title report for the property, unless the applicant is an heir facing mortgage foreclosure who ***only*** needs funds to obtain Letters Testamentary or Letters of Administration

If applicable:

- _____ a copy of the decedent's will
- _____ a copy of any agreement(s) between the record owner and the applicant (e.g., lease/purchase agreement)
- _____ any other significant documents pertaining to the property or to the applicant's claim to title

Please submit all applications and required documents by mail, fax or email to: Philadelphia VIP, Attn: Tangled Title Fund, 1500 JFK Blvd, Suite 1850, Philadelphia, PA 19102, tangledtitlefund@gmail.com, facsimile: (215) 564 - 0845. Submission by email is preferred. Please note that original versions are not needed.

TANGLED TITLE FUND APPLICATION

ATTORNEY/PARALEGAL/HOUSING COUNSELOR CONTACT INFORMATION

Name of Attorney/Paralegal/Housing Counselor: _____

Firm/Organization: _____

Address: _____

Telephone: _____ Facsimile: _____

Email: _____ Pro Bono Referral Agency (if applicable): _____

APPLICANT INFORMATION

Legal Server Case ID Number (*required* for VIP, CLS, PLA, and SLC): _____

Name: _____ Telephone: _____

Mailing Address: _____, Philadelphia, PA _____
(Zip Code)

Address of property with title problem: _____, Philadelphia, PA _____
(Zip Code)

Date of Birth: ____ / ____ / ____ Gender: _____

Race (*required*) (can choose more than one):

_____ African-American/Black _____ Caucasian/White _____ Asian
_____ American Indian/Alaskan _____ Pacific Islander _____ Other

Ethnicity (*required*):

_____ Hispanic _____ Non-Hispanic

Preferred Language (*required*): _____

Marital Status (*required*):

_____ Never Married _____ Separated _____ Widowed
_____ Married _____ Divorced

Female-headed household: ____ Yes ____ No

Is the Applicant physically or mentally disabled? _____ Yes _____ No

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INCOME AND ASSETS VERIFICATION

Please attach income documentation for all persons in the household.* Please include a completed and signed Verification of No Income Form, available here <https://www.phillyvip.org/wp-content/uploads/2020/01/TTF-Verification-of-No-Income-form.doc>, for any persons in the household over the age of 18 with no income.

Household Composition and Income for All Adults and Children Living in the Household, Including the Applicant.

Name	Relationship to Applicant	Age	Income Source(s)	Gross Monthly Amount
	Self			\$
				\$
				\$
				\$
				\$

Does the Applicant have any cash or savings in excess of \$20,000? Yes No

If so, please explain: _____

Does the Applicant own any additional property (houses and/or lots)? Yes No

If so, please explain: _____

AUTHORIZATION TO RELEASE INFORMATION

Income and Assets: I hereby authorize the above legal services program (“Program”), Philadelphia VIP (“VIP”), and their agents and employees to verify and make copies of any and all information provided in this Application.

Case Information: I further authorize my attorney and the Program to disclose to VIP and the Tangled Title Fund Advisory Committee and to make copies of information and records relating to the Application and the resolution of my tangled title case.

Administration of Fund: I further authorize my attorney and the Program to disclose and provide copies of any and all information about my eligibility and my case as necessary, including to the City of Philadelphia’s Division of Housing and Community Development (“DHCD”), in connection with the administration of the Tangled Title Fund.

Release: I hereby release any person or entity complying with this Authorization from any and all claims relating to the disclosure of any such information and documents.

Validity: A copy of this Authorization shall be as valid as the original. I certify that the above statements are true and complete to the best of my knowledge, information, and belief. I understand that the provision of false information may result in civil or criminal penalties.

Applicant’s Signature: _____ **Date:** _____

* Examples of income documentation: pay stubs, pension statements, Social Security benefits verification letters, etc.
Updated November 2025

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STATEMENT OF INTEREST

TO BE COMPLETED BY ALL APPLICANTS

Applicant's Name: _____ Applicant's Telephone: _____

Applicant's Address: _____ Philadelphia, PA _____
(Zip Code)

PLEASE NOTE that City and quasi-City Agencies and Departments include the following:

City of Philadelphia Redevelopment Authority, City of Philadelphia Department of Commerce,
Council for Labor and Industry, Philadelphia Commercial Development Corporation,
Philadelphia Housing Development Corporation, Philadelphia Industrial Development Corporation

For every statement below that is not applicable to the applicant, there must be an "N/A" written on the blank line, or the form will be returned for proper completion.

1. If Applicant is an employee of a City or quasi-City agency or department:

- a) identify the department or agency: _____
- b) briefly describe Applicant's job duties: _____

2. If Applicant has immediate family* or business ties to an individual who is an employee of a City or quasi-City agency or department:

- a) state his or her name: _____
- b) state the nature of Applicant's relationship to that person: _____
- c) identify the department or agency: _____
- d) briefly describe the person's job duties: _____

3. If Applicant has immediate family* or business ties to an individual who is a member of an organization or business that receives funding from the Division of Housing and Community Development ("DHCD"):

- a) identify the department or agency: _____
- b) briefly describe the person's job duties: _____

* Immediate family ties include (whether by blood, marriage, or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of an active employee or business/organization member.

CERTIFICATION

I do hereby declare that I have filed the foregoing Statement of Interest and do hereby certify that the statements made in the foregoing Statement are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to the penalties of the Act of December 6, 1972, P.L. 1482, No. 334, as amended, 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Applicant's Signature: _____ **Date:** _____

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CASE DESCRIPTION

Type of Case:

Heir facing mortgage foreclosure Probate §3546 Petition Quiet Title Deed Transfer

Please attach a brief, up-to-date explanation of the facts of the case. Include, as applicable, answers to the following questions. If a VIP case, please use the case summary provided by VIP at the time the case was referred and include any major developments that have occurred since then.[†]

Is the property the Applicant's primary residence now? ____ Yes ____ No

The case description should include an explanation if the Applicant is not currently living in the property in question, and/or if they do not intend to reside in the property once the title problem is resolved.

Are there any dangerous conditions in the property? ____ Yes ____ No

The case description should include a description of any dangerous conditions (e.g. electrical issues that could be a fire hazard; structural or foundational issues; holes in floors; doors and windows that are not secured).

Does the Applicant believe that they could currently live in the property without risking the safety or health of household members? ____ Yes ____ No

If not, the case description should include an explanation of how the Applicant plans to make the property habitable.

Is there a real estate tax delinquency on the property? ____ Yes ____ No

If so: 1. Is the Applicant or someone else with an interest in the property in an Owner Occupied Payment Agreement (OOPA) for the property? ____ Yes ____ No

- If not Applicant, name of individual in OOPA and relationship to property: _____
- If there are delinquent real estate taxes on the property and no one is an OOPA, please have the Applicant complete an OOPA application as soon as possible. More information can be found here:
<https://www.phila.gov/services/payments-assistance-taxes/payment-plans/owner-occupied-real-estate-tax-payment-agreement/>

Is there an open mortgage on the property? ____ Yes ____ No

If so: 1. Has an attorney at a legal services agency or a housing counsellor determined it is affordable? ____ Yes ____ No

If not, the case description should include an explanation of the plan to make the mortgage affordable.

TITLE REPORT

Please attach a title report with this application. The Fund will pay for the cost of ordering a title report. Please submit a disbursement request form for a title report if you wish to have this cost covered by the Fund.

Please check the below statement that matches most closely with the result of your conversation with the client after reviewing the title report:

____ The title report reveals no judgments and/or liens pertinent to the property.

____ The title report reveals minor judgments and/or liens* pertinent to the property. The client is aware of them and still wishes to obtain title.

____ The title report reveals major judgments and/or liens pertinent to the property, but there is an action plan in place and client still wishes to obtain title. Our action plan follows (Please attach a brief description of your action plan).

By signing below you are confirming that you have carefully reviewed and discussed the results of the title report with the Applicant *and* explained the risks of taking title to the property subject to any liens that may appear on the title report.

Attorney/Paralegal's Signature: _____ **Date:** _____

[†] A sample case description is provided in the "Files" section of <https://www.phillyvip.org/wp-content/uploads/2019/12/TTF-Case-Description-Sample.pdf> for your convenience.

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EXPECTED BUDGET

Please complete the following budget for all expected costs associated with the Applicant’s tangled title proceedings. Only fill in the section corresponding to the case type. **This budget must be updated if the expected costs substantively change.**

For probate cases and heirs facing foreclosure:

\$ _____ in probate filing fees \$ _____ in misc. filing fees at ROW \$ _____ in vital records requests
\$ _____ in transfer taxes \$ _____ in title report costs \$ _____ in Other essential costs*
\$ _____ in non-essential costs, including (list): _____

For quiet titles and § 3546 petitions:

\$ _____ in publication \$ _____ in investigation fees \$ _____ in vital records requests
\$ _____ in transfer taxes \$ _____ in title report costs \$ _____ in Other essential costs*
\$ _____ in non-essential costs, including (list): _____

For deed transfers:

\$ _____ in transfer taxes \$ _____ in title report costs \$ _____ in Other essential costs*
\$ _____ in non-essential costs, including (list): _____

* For Other essential costs not enumerated, the Fund will only consider them essential if the advocate provides a clear explanation as to why the expense is essential to the applicant obtaining title.

Explanation for Other essential costs and non-essential costs: _____

