

Required Documentation

Identification of Applicant	One of the following is required for the applicant: <ul style="list-style-type: none">• Driver's License• School ID Card• Military ID• Government Issued Photo ID
Earned Income	Wages, salaries, commission, bonuses, tips, vacation pay, overtime and severance pay are considered Earned Income. This applies to any individual 18 or older that resides in the applicant's household. All applicable documents must be supplied. Provide all documents that apply: <ul style="list-style-type: none">• Check stubs for the last month that shows your name or Social Security Number, date of pay, and income before deductions.• A statement from your employer stating how many days, hours, gross pay for the previous month, and contact information for the employer.• A copy of last year's tax return if you are self-employed.• Odd jobs statement
Unearned Income	This applies to any individual 18 or older that resides in the applicant's household. All applicable documents must be supplied. Unearned Income consists of: <ul style="list-style-type: none">• Documentation regarding Foster Care Payments.• A current benefit letter for SSI, SSA, VA, and or Retirement.• Court order showing child support benefit amount or no child support.
No Income	An individual 18 or older that resides in the applicant's household. All applicable documents must be supplied. <ul style="list-style-type: none">• A claims history from the Unemployment Office.• Zero Income Statement• Collateral Form• Contribution Statement if you are receiving financial assistances.
Immigration Status	■ a document that shows your lawful immigration status if you are not a U.S. citizen
Social Security Numbers	Social security cards and/or numbers are required for all members of the household. <ul style="list-style-type: none">• A copy of the applicants Social Security Card. Please do not send your original card to us.• Other members of the household do not require the card; however, their Social Security Number must be noted on the application
Utility Bills	Current gas and electric bills, and a shut off notice if applicable. Additionally, the last four of the social security number for the person whose name is on the utility bill.
Rental Lease Agreement	Lease agreement if utilities are included in your rent.