WHAT TO BRING CHECKLIST:

- VALID PHOTO I.D. (OF THE PERSON APPLYING)
- SOCIAL SECURITY CARD OR BIRTH CERTIFICATE FOR ALL HOUSEHOLD MEMBERS
- PROOF OF HOUSING COSTS (I.E. RENT RECEIPT, LEASE, OR IF OWNER, MORTGAGE STATEMENT, SHOWING HOUSING COST)
- GAS AND ELECTRIC BILLS OR ACCOUNT NUMBERS
- PROOF OF ALL INCOME FOR THE LAST 30 DAYS (FOR ANYONE 18 YEARS OLD AND OLDER). If someone 18 years or older is a full-time student, please submit a letter from their school or college verifying enrollment.

ACCEPTABLE PROOF OF INCOME:

If you have a fixed income, (Social Security, SSI, Pension, Veteran’s Benefits, Welfare, etc.):

- Copy of Social Security Award Letter or
- Tax Form 1099
- Welfare statement/printout showing benefits received if AFDC/EAEDC

If you have wages:

- Copies of your last 4 paystubs if paid weekly
- Copies of your last 2 paystubs if paid biweekly
- ALL paystubs must show name of client and employer

If you receive rental income:

- A copy of your entire most recent 1040 signed by a tax preparer or
- If you do not file federal taxes: a rent receipt for each tenant, property tax bill, water bill, mortgage statement and homeowner’s insurance policy

If you receive child support:

- Copy of court order or
- Printout from DOR showing support received

Additional information not listed on this form may be required to complete your application. If you have any questions or need assistance getting any of these items, please call us at 508-525-4271.