

Documentation needed for Application checklist

- Completed application- all spaces must be completed in full. Do not use N/A. Follow the instructions on the application. One application per household. No white out, errors should be crossed out and initialed. If it is more efficient we will be happy to complete the application with the client at the time of the appointment.
- Birth Certificates
- Valid photo ID's (18 years or older)
- Contact information for landlords present and previous (name, address, phone number) for the past 5 years of residency.
- Employer contact information (name, address, phone, fax and Business e-mail
- Most recent 6 consecutive paystubs for all current employment sources. (if applicable)
- Verification of other income sources (SSA, SSI, SSDI award letter benefits letter etc. Must be dated within the past 60 days.
- Last years tax return if self-employed
- Court orders for child support or divorce decree
- Family case law print out for all child support for the past 12 months. Payment history obtained through DCF if applicable.
- Banking contact information, or 6 months statements for checking and 1 month for savings. Cash apps, Direct Express etc., please print out a balance inquiry prior to application date.
- **\$15 application fee** (money order or cashiers check) per adult, if being paid through an agency a letter of commitment is needed