



Program Guidelines/Checklist

Please bring the following information that is circled/highlighted, to apply for our programs.

A.) Identification for ALL household members (includes all persons residing in household related by birth, marriage or adoption along with those unrelated individuals who share income and living expenses). Identification must consist of ONE of the following, for each member; valid driver's license, valid state ID card, Birth Certificate proving birth in United States, Social Security Card, Alien Resident Card or Passport.

B.) Proof of ALL household income for the last 30 days, from date of application. Income from ALL SOURCES must be provided to our office. Income sources include, but are not limited to: employment, unemployment print out, current TANF award letter, child support print out, current Social Security Award letter, current pension statements etc. **If receiving SUBSIDIZED rent assistance/utility allowance such as Section 8, USDA, etc., you must provide proof (Current rent adjustment letter).** If there is no income for the home, we will require a statement explaining how you are living with no income (how are you paying rent, utilities etc.).

C.) If recently unemployed, verification of where employed, for how long, # of hours worked weekly \$ amount per hour & a copy of the last paycheck stub received, proof of termination, when and why.

D.) Proof of rent/mortgage - most recent rent receipt/lease agreement or current mortgage statement (must include address). **If you are receiving SUBSIDIZED rent assistance such as Section 8, USDA, etc., you must provide proof (Current rent adjustment letter).** If you're not paying rent, we will require a statement explaining: the address of where you are residing, for how long, if you were to pay rent how much (\$ value) and contact information for person you are residing with.

E.) Current utility bills (electric, water, propane) - If you are on a prepaid electric plan, we require a statement showing your current credit. If your utilities are included in your rent, we require the lease agreement or landlord statement.

F.) In case of first month's rent assistance, we will require proof of your current living arrangements.

G.) Completed letter from Landlord/Utility Company (see attached).

H.) Employment Verification form or letter from New Employer form (see attached).

I.) Proof of emergency situation/unexpected loss that occurred and caused you to need the assistance. Examples: car repair receipts, medical bill receipts, home repair receipts etc. If you have receipts they must state PAID, we CANNOT use an invoice.

J.) Proof of sufficient future income. Must be able to cover rent/mortgage and utilities for upcoming months.

Fair Housing Act prohibits discrimination in housing on the basis of race, color, **national** origin, religion, sex, familial status, or disability.

