

DOCUMENTATION GUIDE

In order to expedite your application please bring in any pertinent information

ADDRESS (*where you now live*): You must provide one of the following listing your name & address:

- ✓ Rent Receipt for the Tenant of Record
- ✓ Landlord Form
- ✓ Copy of Lease
- ✓ Renter's Insurance Policy
- ✓ Mortgage Payment Book
- ✓ Homeowner's Insurance Policy
- ✓ Water, Sewage or Tax Bill
- ✓ Deed

HOUSEHOLD COMPOSITION - ONE of the following documentation for **EVERYONE** in household.

- ✓ Birth/Baptismal Certificate. *Note: providing a birth certificate for a child under the age of 6 or a person over the age of 60 may entitle you to an additional \$50 in your benefit.*
- ✓ School Records
- ✓ Driver's License
- ✓ Social Security Card
- ✓ Marriage Certificate
- ✓ Citizenship Papers

FUEL/UTILITY BILLS - Applicant or spouse **must** be the customer of record.

- ✓ Bring in your most recent fuel/utility bill & verification you have an Emergency.
- ✓ If you use bulk fuel for heating (oil, kerosene, LP Gas) you must verify less than ¼ tank fuel supply and you must verify refusal by your vendor to make a delivery .

INCOME - You must provide verification of **ALL** household income for **ALL** household members who receive any type of income, earned or unearned. Anyone 16 or over who is not a full time student who has no income must sign a statement that they have zero income. Please provide the following:

- ✓ Pay Stubs-Five weeks prior to application
- ✓ Social Security
- ✓ Pensions
- ✓ Unemployment Insurance Benefits (UIB)
- ✓ Proof of College Enrollment & Financial Aid
- ✓ Self-Employment Records – You will be required to complete a self-employment worksheet. You must provide **organized** monthly business records for the last three (3) full months (document both gross income and expenses) or supply a copy of your last years filed Income Tax 1040 including Schedule C.
- ✓ Child Support or Alimony Checks
- ✓ Veteran's Benefit
- ✓ Workman's Compensation
- ✓ Proof of Contribution from Family or Friends

RESOURCES - Bring current verification of:

- ✓ Checking Accounts w/check register
 - ✓ Savings Accounts
 - ✓ Certificate of Deposit (CD)
 - ✓ Trust Funds w/Trust Agreement
 - ✓ Credit Union Accounts (Checking & Savings)
 - ✓ Savings Bonds
 - ✓ 401K, IRA's, Keogh's, Stocks, Retirement/Annuity*
 - ✓ Life Insurance Cash Value*
- *verify how much is available and how soon the money can be made available