



DOCUMENTS NEEDED FOR PROCESSING A HOUSING ASSISTANCE PROGRAM APPLICATION

| Pending | Complete | |
|---------|----------|---|
| _____ | _____ | 1 Legal Residency (Birth Certificate, Resident Alien Card, Social Security card for every family member, Death Certificate) |
| _____ | _____ | 2 Legal Documents (Warranty Deed, Deed for property owned by every family member, Divorce decree) |
| _____ | _____ | 3 Property Tax (Proof of payment) for City/School/County of all properties |
| _____ | _____ | 4 Bank statements for the last 6 months (checking, saving, CD,s, Money market accounts, etc.) |
| _____ | _____ | 5 Benefit letters (Social Security, Veterans Assistance, Disability, Public Assistance; Food Stamps, TANF,etc.) |
| _____ | _____ | 6 Employment check stub for the last 2 months |
| _____ | _____ | 7 Income Tax Report for the last 2 years |
| _____ | _____ | 8 Utility Bills for Light, Gas and Telephone (current) |
| _____ | _____ | 9 Credit card statements (Sears, JC Penney, Master Card, Visa, Etc.) |
| _____ | _____ | 10 Conflict of Interest Form (Notarized by city staff) |