








Use this checklist to make sure your application is ready for processing when it's submitted to us.

-  Complete the application pages (ALL sections) and sign.
-  Social Security number verification for all household members.
One of the following:
 - Copies of Social Security Cards
 - Copy of previous year's W-2 or 1099
 - Copy of State Real ID
 - Copy of US Passport
-  Copy of photo ID for the person who signed the application.
-  Income documentation for ALL household members who are age 18 and older for the three previous months.
Examples:
 - Most recent paycheck stub
 - Social security benefit letter (all pages)
 - Pension statement
 - Bank statement
 - If no income, the Income Verification Affidavit form must be completed in full.

-  If renting, and one or both utilities are included in the monthly rent, the Landlord Affidavit form must be completed by the Landlord.

-  Copies of CURRENT utility bills. Must include all pages. If your utility bill is in the name of someone not living in the household, you must complete a Utility Affidavit.

-  If there are more than four household members, the Larger Household Attachment form must be completed.