

Southeastern Arizona Community Action Program

Requirement List

Rental Assistance

NOTE:

Bring documentation applicable to you and your household. There may be additional documentation required based on your situation.

The following documentation must be provided to Southeastern Arizona Community Action Program, Inc. (SEACAP) to determine if you are potentially eligible to receive utility assistance. Your application **WILL NOT** be completed if any of the required documentation is missing.

INCOME DOCUMENTATION FOR EVERYONE LIVING IN YOUR HOUSEHOLD.

Examples of acceptable documents:

Proof of gross income for the last (60) days from the date of the application

- Employee Wages:** Pay Check Stubs, Employer ledger of gross wages
- Social Security, SSI, SSDI, Workman's Comp:** Award Benefit Letters (**Current Year**), Current Printout from Social Security Office
- Unemployment Benefits, Child Support, Alimony:** Payment History (**Printed day of assistance**)
- Pensions, Retirement Plans:** Lifetime Benefit award letter, Stub for the current month received
- Self-Employment/Odd Jobs:** Daily Ledger, Recipient(s) Letters of Receipt
- DES (Cash Assistance):** Current DES/FAA Award letter, DES printout of cash assistance
- Zero Income:** proof of how you have been meeting your expenses for the past (60) days.

RENTAL DOCUMENTATION (ALL DOCUMENTATION MUST BE CURRENT).

- Formal Current Lease Agreement (**must list everyone in your household**)
- Current Legal Eviction Notice, Formal Late Notice, or Exit letter from Shelter
- Lease addendum (**provided during interview by SEACAP**)
- Assistance Confirmation Form (**provided during interview by SEACAP**)
- Vendor Agreement (**provided during interview by SEACAP**)

PROOF OF CITIZENSHIP FOR (EVERYONE IN THE HOUSEHOLD).

Examples of acceptable documents:

- Certificate of Live Birth
- Certified Birth Certificate
- Certificate of Naturalization
- Permanent Resident Card
- US Passport
- Tribal Enrollment Card/ Certificate
- Current Medicare Card
- Religious Record (within 3 months of birth)

Contact Information

1-800-293-1144

Visit our website for more information

www.seacapaz.com

ADDITIONAL REQUIRED DOCUMENTATION

- Social Security Cards (**Everyone living in your home**)
- Picture Id (**Applicant Only**)

PROOF OF CRISIS (BE PREPARED TO PROVIDE WRITTEN PROOF OF WHAT CAUSED YOU TO FALL BEHIND?).
