

# 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 ninety (90) 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 90 days.

#### RENTAL DOCUMENTATION MUST BE CURRENT

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

#### PROOF OF CITIZENSHIP FOR (EVERYONE LIVING 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
- ☐ Religious Record (within 3 months of birth)

#### ADDITIONAL REQUIRED DOCUMENTATION

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

#### PROOF OF CRISIS OR ANY OTHER ADDITIONAL DOCUMENTATION (On a case by case basis)

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#### Contact Information

1-800-293-1144

Visit our website for more information

[www.seacapaz.com](http://www.seacapaz.com)