

RENTAL ASSISTANCE REQUIREMENT FORM

*****PLEASE READ CAREFULLY*****

The following information must be provided to Southeastern Arizona Community Action Program, Inc. (SEACAP) to determine if you are potentially eligible to receive utility assistance. **Be aware there may be additional documentation required based on your situation.**

(If applying for move-in costs, do not move into the residence until you have received the voucher from the case manager. Moving in before receiving the voucher will make you ineligible for services)

- _____ 1. Proof of gross income for the last thirty (30) days from the date of application for **everyone** living in your household.
- Bank statements will **NOT** be accepted for proof of income. Documents must be from the originating source.
 - Zero income requires proof of how you have been meeting your expenses for the past 60 days.

*****Examples of income and acceptable documentation are listed below (Not limited to) *****

Employee Wages: Pay Check Stubs
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

- _____ 2. Social Security Cards **(For everyone living in your home)**

- _____ 3. Picture I.D. for **applicant** only

- _____ 4. Proof of U.S. legal status for **all household members:**

*****Examples listed below: (Not limited to) *****

Certificate of Live Birth	Certified Birth Certificate	Certificate of Naturalization
Permanent Resident Card	US Passport	Tribal Enrollment Card/ Certificate
American Indian Census Rec.	Medicare Card	Religious Record (within 3 months of birth)

- _____ 5. Assistance Confirmation Form, Vendor Agreement, Lease Addendum **(Provided by SEACAP)**

- _____ 6. Current Legal Eviction Notice, Foreclosure Notice or Exit letter from Shelter

- _____ 7. Formal current lease agreement **(Must include everyone in your household)**

- _____ 8. Proof of crisis: _____

For additional information or any questions contact us at 1-800-293-1144