



**These documents are USED to start the application process:**

**\$30.00 Money Order for Credit/ Criminal Background Check for anyone 18 years or older**

- **Identification of household members:**
  - **Social Security Card (s)**- For everyone living in the unit
  - **Birth Certificate (s) or Passport**- For everyone living in the unit
  - **Driver License or State ID**- For everyone 16 or older living in unit
  
- **Verification of all income for the next 12 months- Includes all possible income:**
  - Company name and number to verify any Wages or can use 6 recent and consecutive paystubs
  - Current Social Security Benefit Letter/SSI Letter
  - 6 months print of Child Support Payments
  - Current TANF Letter for Cash Assistance
  - Updated Pension Letter
  - VA Benefit Letter
  
- **Asset Information-**
  - Where you bank and approximate balances in accounts
  
- **Bankruptcy**- Discharge sheet if filed in last 10 years (Must be discharged and provide document)
  
- **Divorce Papers**- If divorced in last 10 years (Must be discharged and provide document)
  
- **Landlord History**- Previous 2 years and must have landlord name and phone number
  
- **Student Status**- Please ask about the restrictions regarding full time student status

**An Application will not be completed if the Application Fee and Identification Documents are not brought to your appointment!**

