

✓ Checklist of items that must be submitted with your application

Enclosed Forms:

- _____ **Release of Personal Information** signed by all adult household members.
- _____ **Employer Information** – Provide the requested employer information for all household members 18 years or older, employed full or part-time, for the purpose of determining the family's eligibility for continued housing assistance.

Copies Of:

- _____ **Birth Certificate** or legal proof of birth for all household members.
- _____ **Social Security Cards** for all household members.
- _____ **Driver's License or Picture ID** on all persons 18 or older.
- _____ **Employment Income** – at least three (3) current, consecutive pay stubs for each household member who is 18 years or older and employed full or part-time.
If a member is self-employed, a Schedule C from the most recent tax year must be submitted in lieu of pay stubs.
- _____ **Benefit Income** – Current benefit letter from all sources of income such as:
 - ◆ Pensions or Retirement Accounts
 - ◆ Social Security
 - ◆ Veterans Administration
 - ◆ Unemployment Benefits
 - ◆ Workman's Compensation
 - ◆ Food Stamps
 - ◆ TANF
 - ◆ Disability
 - ◆ Severance Benefit Letter
- _____ **Support Payments** – Current verification of support payments received in the form of a court order, notarized agreement or printout from agency responsible to distribute funds, including:
 - ◆ Child Support
 - ◆ Alimony
 - ◆ Family or Friend Support
- _____ **Student Status** – Verification of full-time student status for household members 18 years of age or older. This would be from the registrar's office, school dean, counselor or advisor.
- _____ **Proof of Pregnancy**
- _____ **Asset Verification** – for ALL household members such as:
 - _____ **Savings** – Most recent bank statement for savings account(s).
 - _____ **Checking** – Most recent bank statement for checking account(s).
 - _____ **Investments** – Most recent statement for investments such as stocks, bonds and mutual funds.
 - _____ **Real Estate, Limited Partnership and Trust** – Verification of ownership, a fair market value from a recent appraisal or licensed realtor AND a statement with the mortgage balance. Provide documentation of income derived from the asset
 - _____ **Sold Assets** – Verification of assets sold or gifted within the past two years.

If you have completed the attached paperwork and have the above information you are now ready to turn in your pre-application for housing.



You may return you application at: 302 North E Street Poplar Bluff, MO 63901

Monday – Friday 8:00 AM – 11:30 AM

1:00 PM – 3:30 PM

We do not accept applications the 1st through the 5th of each month.