

Items To Bring To The Housing Application Interview

- I. Information About Your Income And Assets.
 1. **Employment Income.** For every member of your family (18 and over) that works, bring the following information:
 - Name, address, telephone number of employer.
 - Current rate of regular pay and overtime pay and the number of hours per week normally worked (three or four current pay stubs).
 - Information about any changes you expect in your pay or the number of hours worked during the next twelve months.
 - Other type of income you expect to receive from employment such as tips, commissions, profit sharing programs, etc.
 2. **Benefit and Support Income.** If any member of your family receives any of the following types of income, bring name, address and telephone number of the source of income and information about the amount received:
 - Unemployment Compensation
 - Social Security
 - Supplemental Social Security
 - Pension
 - Disability Income
 - Alimony
 - Child Support
 - Welfare or other public assistance
 - Regular support from family members or friends
 - Food stamps
 3. **Amounts in Savings Accounts** (Including Christmas Clubs, Certificates of Deposit, IRA and Keogh Accounts and Checking Accounts. Bring the account number for all accounts and the balance in your accounts.
 4. **Real Estate You Own.** Bring information about the current property value of the property. If you own property and rent it, bring the address of the property and the information about how much income you receive and what expenses you have for the property. (Bring last year's Schedule E from your income tax forms.)
 5. **Stocks, Bonds, Trusts, Other Investments.** Bring account numbers and statements on value of investments and information about income from investments.
 6. **Life Insurance Policies.** Bring name of company and policy numbers.
 7. **Educational Grants and Scholarships.** If any member of your family receives an educational grant or scholarship, bring information about the amount of the assistance and the purposes for which the assistance can be used. Bring the name, address and telephone number of the institution providing the assistance.
 8. **Other Income.** For any other type of income your family has, bring the name, address and telephone number of the source of the income and information about the amount of income.
 9. **Assets sold or given away.** If you have sold or given away any assets in the past two years (such as giving a property or an amount of money to another family member), please bring information about these assets.

Items To Bring To The Housing Application Interview

II. Information About Family Members

1. **Age and Legal Identity.** Identification for all family members: Birth certificates, driver's licenses or state ID cards for those 18 or over, and birth certificates for children.
2. **Children.** Bring **birth certificates**, custody agreement, adoption papers or other proof that the children are members of this household.
3. **Full-time Students.** If any family members are 18 years of age or older and still attending school full-time, bring information about where they go to school.
4. **Social Security Cards.** Bring in social security cards for all family members. The Housing Authority must see the **original copy of the social security card**. A photocopy is not acceptable.
5. **Citizenship.** Applicants must submit evidence of citizenship or eligible immigration status on all family members. The Housing Authority must see the **original copy** of one of the following: **Birth Certificate**, Resident Alien Card, Temporary Resident Card, Alien Registration Receipt Card, Arrival-Departure Record, Employment Authorization card, receipt issued by INS for issuance of replacement of any of the above. **A photocopy is not acceptable.**
6. **Disability.** If any member of your family has a disability, bring information about any income the member received because of his/her disability.

III. Expenses

Bring information about any of the following expenses you expect to have during the next twelve months.

1. **Medical insurance premiums**, including amounts deducted from your pay for medical insurance and medical expenses not covered by insurance. *(This only applies to families whose head, spouse or co-head is 62 years or older, or is disabled.)*
2. **Child care expenses** to care for your children while you work, seek work or go to school.
3. **Disability expenses** to care for a disabled family member while you work.

The Housing Authority is requesting that you refrain from bringing your children (children under the age of 18) to the application interview due to limited space in individual offices. Also, it is difficult for you and Housing Authority staff to concentrate while conducting business with children present.

THE APPLICATION SHOULD NOT BE MAILED INTO OUR OFFICE. When you come for your appointment, please bring the information listed on this memo. You must provide information requested about your income, assets, expenses and other items listed in order to be considered. We will be able to consider your application more quickly if you bring all the requested materials with you.