

Documentation List

All Adults Household Members (18 Years or Older) must attend the office interview
Bring PHOTOCOPIES of ALL PAGES of each of the following for ALL
HOUSEHOLD MEMBERS

There is no photocopier on the premises, if you do not bring copies, be prepared to relinquish your originals.

Income:

Last six most recent consecutive pay stubs
2010 Federal Tax Returns (1040's) with ALL W2's.
If didn't file 2010 tax returns at the time of interview, must be able to produce 2010 tax returns by 4/15/2011
2008, 2009, 2010 tax returns with all Schedules IF SELF EMPLOYED
Public Assistance budget letter
SSI or Social Security Award Letters for 2010
Pension Award Letter for 2010
Workman's Comp award letter or last six most recent consecutive stubs
Unemployment award letter or last six most recent consecutive stubs
Contribution Letter (must be notarized)
Child Support Letter (must be notarized)
Alimony Letter (must be notarized)
Bring proof of any other income not mentioned above

Assets:

Last six most recent Checking account statements
Most recent statements for any other deposit accounts, i.e. Savings, Money Markets
Most recent investors' statement for Stocks and Bonds
Most recent statement for all other investment accounts, i.e. 401K, IRA
Most recent statement for Life insurance policies
Appraised value of Real Estate or other investment property

Household Information:

Birth certificates of all household members (If not born in U.S. Bring proof of Legal Status)
Social Security Card of all household members
School Letters for all Students 18 YEARS OF AGE AND OLDER ONLY
Proof of Legal custody or guardianship of all minors (If you are not listed on the birth certificate) Acceptable documentation may include:

- Legal custody or guardianship papers
- Tax documents reflecting a minor as a dependent
- School records identifying the adult household member as the minor's guardian of record
- Third party verification from a governmental social services agency regarding the placement of the minor within the household

PROOF OF CURRENT ADDRESS (LANDLORD LETTER OR LEASE)
Current Section 8 voucher

\$25 (\$50 FOR THREE OR MORE ADULTS) MONEY ORDER MADE PAYABLE TO DOUGLASS PARK FOR YOUR CREDIT AND BACKGROUND CHECKS