

**FORMAL APPLICATION DOCUMENT AND VERIFICATION GUIDE**  
**DOCUMENTS ARE ONLY ACCEPTED IN PERSON AT THE FORMAL APPOINTMENT**  
**ALL DOCUMENTS MUST BE DATED WITHIN THE LAST 60 DAYS**

You must bring ALL applicable documents to your appointment. If any documents are missing, all items will be returned, and you will be rescheduled for a second and final appointment. This document outlines all the documents necessary for housing assistance. Please make sure you read through each section, check the appropriate boxes, and provide all documents that pertain to your situation. Additionally, please double-check your application and make sure that all pages are filled out completely.

**IDENTIFICATION:**

- Social Security cards: for every member of the household.
- For Adults: Unexpired Current State or Military Photo ID, Naturalization Papers, Current U.S. Passport.
- For Minors: Official Birth Certificate.

**INCOME:**

- Wages: Most recent two months' worth of pay stubs, payroll printout detailing at least the last 2 months of pay OR Typed letter on letterhead from employer stating the employment start date, average hours worked per week, hourly pay rate, pay cycle, and overtime. Including but not limited to Door Dash, Uber, Favor, etc.
- Self-Employment: Tax return Schedule C from previous year or receipt/expense log.
- Cash Contributions: NOTARIZED letter from the source/person detailing the total dollar amount, on average, that is given monthly, either in cash or sent to Cash App, Apple Pay, etc.
- Non-Cash Contributions: (family or friends that pay bills, purchase food, clothes, household supplies, diapers, or pay for any other expenses) NOTARIZED letter from the source/person detailing the total dollar amount, on average, that is given monthly and what the money goes toward buying or paying.
- Child Support from TX OAG: Office of Attorney General Child Support Verification form. PROVIDE SMIOne Card statements or the account where this is being deposited.
- Child Support from obligated parent (another state): Current statement from the state's Child Support office showing the payments received.
- Social Security/SSI/SSDI: Current Benefit Verification Letter (You may request this at 1-800-772-1213 or [www.ssa.gov](http://www.ssa.gov)). \*\*PROVIDE the account where this check is being deposited
- Periodic Payments: TANF, Food Stamps, adoption/foster subsidy, unemployment, pension, retirement, spousal support, VA, workers' comp: Current award letter or payment print out from the source.

**ASSETS:**

- Checking and Savings Accounts: **Three** most recent complete bank statements for all members of the household, regardless of the age of account holder, frequency of use, or balance.
  - We must have ALL pages, for each account,
  - Assets include but are not limited to traditional banks and ecommerce institutions (Cash App, Chime, Venmo, PayPal, Apple Pay, etc.)
  - If the account was closed or opened within the three-month time frame, we need a statement of closure from that bank.
- Stocks, Bonds, CD, Money Market Accts: Most recent statement showing principal amount, interest rate and dividends earned.
- Real Property/Land or Property Owned or Bequeathed: Current property tax statement with assessed value.
- Whole Life Insurance: Current insurance policy or current statement from source stating cash value of policy.

### **ALLOWANCES:**

- School Grants/Loans or Full time Student Status if 18 or older:** If in High School: Letter from registrar stating attendance at school. If in College: Current award letter for grants and loans (PELL, VA/GI bill, Financial Aid, Work Study, etc.) **and** Current letter from registrar of school verifying registration, schedule with credits, enrollment, full time student status and financial aid received. Receipts for classes and expenses.
- Child Care Expenses:** Current payment printout on agency letterhead or NOTARIZED letter from the agency/person detailing the total dollar amount that you pay monthly, with contact information.
- Medical Expenses:** Pharmacy printout for the past year. Ongoing payments for medical bills with appointment record and corresponding mileage log.
- Need for a Live In Aide:** Have doctor/professional fill out Reasonable Accommodation Form (available on the website).

### **APPLICATION**

- All pages must be filled out completely
- If additional adults are in the household, they must sign the appropriate pages. They also must fill out and sign a Citizenship Declaration (DEC 214) Form and Debts Owed Form.
- If any additional children are in the household, the head of household must fill out the Citizenship Declaration form (DEC 214)

### **PLEASE NOTE THE FOLLOWING:**

- Any deposits from an individual totaling over \$200 need a Cash Contribution Letter. We have a form online (Cash/Non-Cash Contribution Form) for ease of use. Or a notarized letter stating how much they send a month and for what the money is to be used. The letter/form must be notarized with an original signature and contain complete contact information to include: name, address, phone number and email address.
- Failure to provide the Cash/Non-Cash notarized letter will result in an incomplete application and the need to schedule a new Second and Final Appointment. Money coming in is income, and we did not receive the verification of this income.
- Failure to provide documentation of any Income or Assets is grounds for termination and will result in an incomplete appointment and scheduling a Second and Final Appointment.
- We have the following forms available on our website [www.ctcog.org/housing](http://www.ctcog.org/housing). Scroll down and click on "For Applicants": Non-Cash/Cash Contribution, Reasonable Accommodation, DEC 214, and Debts Owed Forms
- Incomplete and/or missing forms will require you to come back for a Second and Final Appointment