



DOCUMENTATION NEEDED

NAME:

HMIS #

- ___ Valid Picture ID for every adult 18+ years and older
- ___ Social Security cards for all household members (_____)
- ___ Original Utility Bills **no late notices** (*if assistance is for utility*)
- ___ Food Stamp Paper/TANF (Print out online) **Showing amount**
- ___ Current Lease (signed by tenant and landlord) **Required by all applicants**
(Month to month is not accepted)
- ___ Landlord Phone # _____ Fax #: _____ Email _____
- ___ W-9 form from landlord (*If applying for rent assistance*)
- ___ Verification of late rent or utility (*If applying for rent assistance*)
- ___ Social Security Income, SSD / SSI/Pension/Alimony/Unemployment/Workman’s comp
- ___ Current child support income (Print out from child support) **Last 5 payments**
- ___ Pay Stubs **last 4 consecutive** weeks for all household members
- ___ Job Verification Letter: Date job started, # of Hrs. per week & Pay rate.
On Company Letterhead (*if newly hired*)
- ___ Letter from employer stating date hours were reduced and why. How many hours per week reduced? Date hours will resume to full schedule. (**On Company Letterhead**)
- ___ **Birth Certificate or shot records for all children under 18**

You must be low income, show proof of income, meet all requirements and have ALL documentation to be eligible for assistance.

Please complete application and schedule appointment with Client Services

Call for appointment after you have all documentation in hand if you show up unprepared you will not be able to complete the application process

**If you have any questions, and you need to call us
321-473-8863. Email – info@helpsci.org**