SRRP APPLICATION CHECKLIST

The following is a list of information needed to determine eligibility for assistance. Please provide all *applicable* information with your completed application.

<u>All adult household members (over 18 years of age) must provide all documentation</u>.

- ☐ **Signed lease, tenancy agreement, or tenancy-at-will form**
  - ✓ Statement from landlord of back rent due, if applicable.
  - ✓ Most recent rent calculation statement from property or voucher issuing agency

- ☐ **Utility Bill (ONLY for households applying for utility assistance)**

- ☐ **Documentation of Current Income**
  - ✓ <u>Currently Employed</u> - Provide two months of the most recent paystubs received.
  - ✓ <u>Self-employed</u> - Provide *year-to-date* Profit and Loss statements, showing monthly amounts (i.e. written amounts of money received each month since the beginning of the year).
  - ✓ <u>Unemployment Assistance</u> - Provide determination letter and recent statement of benefits
  - ✓ <u>Other Government Assistance</u> – Social Security Income (SSI or SSDI)
  - ✓ <u>Child Support or Alimony Verification</u>
  - ✓ <u>Other Income</u> - Document all other income including pension, investment income, etc.
  - ✓ <u>No Income / Cash Income Verification Form</u> – Complete for no income or cash only income.

- ☐ **Asset Information**
  - ✓ Bank Statements - Copies of last 2 statements (all pages) from all bank accounts (Checking, savings, IRA, etc.)
  - ✓ Other Assets - Copies of any investment statements for previous 3 months (Investment, Retirement, Pensions, Annuities, etc.)

<u>NOTE: A Tenant Income Certification form (TIC, 50058, 50059 or other recertification for a state or federally subsidized housing program including LIHTC and 40B properties) from your landlord can be submitted instead of income and asset documentation.</u>

You may provide any additional information if you feel it is applicable to you and your household. **The Town and/or the Regional Housing Services Office may request additional information if necessary to make a determination of eligibility.**