



Community Housing Services



DOUGLAS PARK PLACE

REQUIRED LEASE APPLICATION DOCUMENTS

In order for us to process your application, you **MUST** submit copies of the following items when you turn in your application:

- 1) _____ 60-days worth of pay stubs, if applicable
- 2) _____ Birth Certificate for each family member
- 3) _____ If 94/Permanent Resident Card (if applicable)
- 4) _____ Original Social Security Card for each family member
- 5) _____ State/Federal Photo ID for each family member over the age of 18
- 6) _____ Most recent bank statements, money markets, CDs, Life insurance policies, etc.
- 7) _____ Copies of **any and all** statements of **assistance** you are currently receiving such as SSI, SSA, alimony, child support unemployment, TEA, food stamps, pensions of any kind, contribution statement, etc.
- 8) _____ Adult students (18yrs and over) must provide a school schedule from the college you attend showing part-time or full-time hours.
- 9) _____ If Self-Employed, provide a declaration of income and tax returns
- 10) _____ Proof of Real Estate, if applicable
- 11) _____ Douglas Park Place application completely filled out, signed and dated

Once you have all information needed to apply, contact Community Housing Services office for an appointment. Community Housing Services will not process your application until all required documents are submitted.

Sincerely,

Program Coordinator

