



# Community Housing Services

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## 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) \_\_\_\_\_ Most Recent Tax Returns
- 2) \_\_\_\_\_ 60-days worth of pay stubs, if applicable
- 3) \_\_\_\_\_ Birth Certificate for each family member
- 4) \_\_\_\_\_ IF 94/Permanent Resident Card (if applicable)
- 5) \_\_\_\_\_ Original Social Security Card for each family member
- 6) \_\_\_\_\_ State/Federal Photo ID for each family member over the age of 18
- 7) \_\_\_\_\_ Most recent bank statements, money markets, CDs, Life insurance policies, etc.
- 8) \_\_\_\_\_ 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.
- 9) \_\_\_\_\_ Adult students (18yrs and over) must provide a school schedule from the college you attend showing part-time or full-time hours.
- 10) \_\_\_\_\_ If Self-Employed, provide a declaration of income and tax returns
- 11) \_\_\_\_\_ Proof of Real Estate, if applicable
- 12) \_\_\_\_\_ Rental 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

