

### INSTRUCTIONS

To qualify for the Housing Choice Voucher Program, you required to provide updated information regarding your income, assets, deductions, and family circumstances. Please **carefully read** and complete the attached packet according to the following instructions:

1. Complete the attached Application for Initial Eligibility
  - Read each question carefully and provide and answer or the requested information.
  - Provide your family composition and answer **Yes** or **No** to each question. Unanswered questions will delay the processing of your application.
  - Read the instructions carefully after you answer **Yes** to any question. Instructions can be found above or below the question.
2. You and all household members age 18 and older **must sign** the following documents:
  - Page 7, Certification Statement, Authorization of Release of Information, and General Consent
  - HUD-9886 Authorization to Release Information
3. Gather the following documents and bring to your Initial Eligibility Appointment.  
**IMPORTANT:** All documents must be authentic, legible, and dated within the last 60 days.
  - Verification of Social Security numbers for all household members
  - Birth Certificates for all household members
  - Photo identification for all adult household members
  - Declaration of Citizenship Form (proof of eligible immigration status for eligible non-citizens)
  - Two (2) current and consecutive pay check stubs for all adult members that are employed.
  - Current Statement from all sources of income including but not limited to:
    - i. SSI, Social Security,
    - ii. TANF assistance,
    - iii. unemployment,
    - iv. general contributions from family and/or friends
  - Assets – two (2) most recent statements for all **open checking, savings, CD, stocks, bonds, and retirement account(s) showing the beginning and ending balances.**
  - Assets – two (2) most recent documents or statements that support the value of real estate owned and the expenses to maintain the real estate (if any)
  - Life Insurance – provide a statement for each policy that shows the cash value (cash surrender value).  
*(Term Life Insurance policies are not required to be reported)*
  - Documents regarding any assets that you have given away or sold for less than full value in the past 2 years
  - Full Time Student documentation (Schedule or letter showing current enrollment status)
  - Expenses related to unreimbursed childcare, disability, and medical expenses.
  - Adding or removing family members. Please review the instructions on Page 4 of this packet.
4. Submit eligibility packet at the time of your initial appointment. All adults **MUST** be present for the initial eligibility appointment. You must request to reschedule the appointment if all adult members cannot be present.
5. Your Housing Specialist will review your packet and documentation at the interview. If additional information is requested, please provide promptly to prevent processing delays. After you have been determined eligible for the program, you will be scheduled to attend a briefing to receive your voucher.