



**All household members must have the following documentation:**

- Picture ID/Driver’s License for all inhabitants over the age of 18 years old
- Original Birth Certificate (if not available request staff assistance for alternative documentation options)
- Social Security Card (if not available request staff assistance for alternative documentation options)
- INS Verification of Citizenship Status (if applicable)

**Verification of household income:**

- Four (4) consecutive paycheck stubs (paystub copies can be obtained through your employer)
- Social Security Award Letter (must be current) [www.ssa.gov](http://www.ssa.gov) to obtain online award letter.
- Supplemental Security Income Letter (must be current) [www.ssa.gov](http://www.ssa.gov) to obtain an online aware letter
- VA award letter (must be current)
- Pension Award Letter (if applicable) must be current
- Workman Compensation (if applicable) must be current
- Unemployment Benefits Compensation (must be current) can be obtained online at [www.twc.texas.gov](http://www.twc.texas.gov)
- Self- Self Employment (must be Current Tax Returns IRS documents (must be all pages)
- Child Support (Payment history last 6 months or financial activity report)

**Asset Verification:**

- Savings Account (1) recent bank statements (must have all pages)
- Checking Account (6)- recent bank statements (must have all pages)
- Pre-paid debit cards – Recent balance inquiry from ATM
- Life Insurance Policy- Current statement
- 401K – Current Statement
- Stocks/Bonds (Venmo, Cash App, other apps that you have stocks, please provide current statement)  
This can be obtained through the APP

Application Submission Date: \_\_\_\_\_ Move-In Date: \_\_\_\_\_

Housing Voucher & Agency Name \_\_\_\_\_

Case Manager (if applicable) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*PLEASE NOTE - All documents are needed to process the application and to complete the move-in as soon as possible. You may be required to provide additional information or documents if needed.*