



WHAT TO BRING WHEN YOU APPLY

Applicant Names _____ Unit Applying for _____

Your appointment is on: _____ at: _____

Building and Manager: _____

Thank you for applying with Community Roots Housing. To meet our funding requirements and help process your file in a timely manner you must bring the following items below that apply to your household's income and assets to your application appointment.

ISSUE	ITEM
Employment	Most recent paystub for each job and fax number or email address for HR or Payroll
Self-employment	Most recent signed tax return submitted to IRS or monthly profit and loss record
Social security, SSI, WA State SSI	Current benefit award letter, dated within the last 120 days
Child Support	Court Order/personal arrangement (No documentation necessary for DCS)
Alimony/Spousal Support	Court Order/personal arrangement
Public Assistance	No documents required
Unemployment	Current benefit award letter
Pension or VA benefits	Current benefit award letter
Regular/ Periodic Income (Gift)	Name and address for person providing income
Real-estate	Rental agreement
Other	Most recent earnings or benefit statement
Checking	Most recent bank statement
Savings	Most recent bank statement
Money Market	Most recent statement
Stocks/Bonds/CDs	Most recent statement
Trust Funds	Most recent statement
IRA/Keogh Account/401K	Most recent statement
Annuity Asset	Most recent statement
Real-estate	Rental agreement with tax return (if applicable) and mortgage statement (if applicable)
Life Insurance (Whole or Universal)	Organization and policy number/ Most recent statement

In order for an application to be accepted you must bring verification of:

For ALL household members: Social Security numbers **OR** (driver's license with SSN, ID card issued by federal, State or local agency, a medical insurance provider, or an employer or trade union. Earnings statements on payroll stubs, W-2, Bank Statement, Form 1099, Benefit award letter, retirement benefit letter, Life Insurance policy or Court Records, **OR** an equivalent method of verifying income such as: Work Visa, Alien Registration Receipt Card, Green Card, Temporary Resident Card, ORS Individual Identification Number (ITIN), or Employment Authorization Card will be accepted

Everyone over the age of 18: Current valid driver's license or government-issued picture ID

For MINOR Household members: Birth Certificate **OR** (Passport, Baptismal Certificate, Military discharge papers, Census document showing age, naturalization Certificate, Social Security Administration Benefits printout showing age)

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