

Elizabeth Ayala Roldan
Interim Executive Director

Be sure to bring the following information to your appointment. Failure to provide the proper documentation may result in a re-scheduled appointment.

IDENTIFICATION

- ☐ **Valid driver's license(s)** or state issued picture ID(s) for all applicants
- ☐ **Social security card(s)** for all applicants
- ☐ **Valid permanent resident card** – *if applicable*

INCOME

- ☐ **Income tax returns** for the last two (2) years with W-2 forms; if applying with someone else they must also provide their income tax returns for the last two (2) years.
- ☐ **Self-employed** applicants must bring the last two years of filed income tax forms (please ensure Schedule C and 1099 forms are included with your tax forms).
- ☐ **Last four (4) paystubs** for each employed household member who will be living in the home.
- ☐ **Other income** such as social Security (SSI), retirement, disability, unemployment, nutrition assistance, or other benefits bring award/confirmation letter (all pages) – *if applicable*
- ☐ **Bank statements** for the last two months for all checking and saving accounts (bring all pages).
- ☐ **Asset statements** for the last two months for all accounts, such as retirement accounts, 401K plans, and IRA (bring all pages).

CHILD SUPPORT

- ☐ If awarded or required to pay child support provide court order and last 12 months of payment history – *if applicable*

DIVORCED - ALIMONY

- ☐ Divorce decree
- ☐ If awarded or required to pay alimony, provide court order and 12 month payment history or receipts

APPOINTMENT

Date: _____ Time: _____
Mon. Tue. Wed. Thurs. Fri

BANKRUPTCY

- ☐ Bankruptcy discharge court documents including papers and list of creditors schedule F – *if applicable*

UTILITIES

- ☐ **Most recent billing statements:** rent, water, electricity, gas, home phone, cell phone, cable/satellite, internet
- ☐ **Auto insurance statement**

CURRENT AND PREVIOUS ADDRESSES

- ☐ Name, address, and telephone number of your landlord(s) over the past two (2) years.

CREDIT REPORT FEE

- ☐ **Money order** \$25.24 individual
- ☐ **Money order** \$50.48 Joint (married)

AGENCY CONTACT INFORMATION

- ☐ 130 N. State Ave / PO Box 600
Somerton, AZ 85350
- ☐ P: (928) 627-4221
- ☐ F: (928) 627-4213
- ☐ TTY 711

NOTICE

All applicants must be present; interview sessions are approximately two (2) hours long. If you arrive 15 minutes late, your appointment will be re-scheduled. Income levels and program requirements are subject to change without prior notice.

