



INFORMATION REQUIRED FOR ASSISTANCE APPLICATION

All household members 18 & older, or anyone that has co-signed your lease, must provide the following information:

INCOME:

- Income information for all persons in the household – **last 30 days** (paystubs, SNAP, TANF, SSI/SSDI, unemployment benefits, and any other income including child support, gifts, loans, or other benefits such as Section 8, and Energy Assistance).
- Documentation regarding termination of income (if applicable)
- Tax Return (most recent year filed)

SPENDING INFORMATION:

Financial information – last 60 days up to the date of your appointment including:

- Checking Accounts - print out of last 60 days up to the date of your appointment
- Savings Accounts - print out of last 60 days up to the date of your appointment
- Cash App / Zelle / Venmo / Apple Pay / Pre-paid card - print out of last 60 days up to the date of your appointment showing activity and balances
- All credit card statements - print out of last 60 days up to the date of your appointment
- Receipts for purchases made in cash - last 60 days up to the date of your appointment

EXPENSES / BILLS:

- Lease with landlord's name, address & phone number **OR** mortgage statement with property tax verification
- All monthly bills –most recent: gas, electric, water, sewer, trash, phone, internet, streaming services, TV, insurance, loans, and any other regular monthly payments
- Divorce decree; Child Support orders (if applicable)
- Verification of any property that you own but are not living on (if applicable)

IDENTIFICATION:

- Valid driver's license with current address or identification card
- Social security cards for ALL members of the household

OTHER:

- Proof that school age children are enrolled in school
- Proof that an adult, over the age of 18, is enrolled in school and/or working
- Work One proof or proof of 5 in person applications or 10 online applications (if currently unemployed)
- If not working due to a disability, we must receive a signed statement directly from your doctor.

***Any documents that need to be printed for you, must be sent at least 24 hours BEFORE your appointment to trustee@vanburentownship27.in.gov. Failure to meet this requirement can result in your appointment being rescheduled.**