

APPLICATION INSTRUCTIONS

Thank you for your interest in our community. Please read all instructions carefully- incomplete or incorrect applications could delay your approval process.

ALL APPLICATIONS MUST INCLUDE A CHECK OR MONEY ORDER FOR \$11 FOR EACH ADULT NAMED ON THE APPLICATION OVER THE AGE OF 18. ANYONE PLANNING TO RESIDE IN THE HOUSEHOLD MUST BE LISTED ON THE APPLICATION. ANYONE OVER THE AGE OF 18 REGARDLESS OF RELATIONSHIP TO HEAD-OF-HOUSEHOLD MUST COMPLETE THEIR OWN APPLICATION.

1. **PLEASE COMPLETE ALL QUESTIONS ON THE APPLICATION**, IF THE QUESTION DOES NOT APPLY TO YOU, ANSWER "NO" OR WRITE IN "N/A" OR "NONE". INCOMPLETE INFORMATION WILL DELAY YOUR APPLICATION. ALL QUESTIONS MUST BE ANSWERED.
2. MISTAKES MUST BE CROSSED OUT AND INITIALED- DO NOT USE WHITE OUT!
3. **ALL** FORMS ATTACHED MUST BE COMPLETED- **EXCEPT** FOR THE UNEMPLOYMENT AFFIDAVIT- **IF YOU ARE EMPLOYED** DO NOT COMPLETE THIS PAGE. IF YOU ARE UNEMPLOYED, THIS PAGE MUST BE COMPLETED.
4. THE AFFIDAVIT OF ALIMONY/CHILD SUPPORT MUST BE COMPLETED. IF YOU DO NOT RECEIVE ALIMONY OR CHILD SUPPORT OR HAVE NO CHILDREN- JUST MARK THE BOXES THAT STATE YOU ARE NOT ENTITLED TO RECEIVE ANY MONIES AND DO NOT PLAN ON RECEIVING MONIES AND SIGN FORM.
5. ANYONE OVER THE AGE OF 18 MUST COMPLETE THEIR OWN APPLICATION PACKAGE, REGARDLESS OF RELATIONSHIP TO HEAD OF HOUSEHOLD.
6. WHEN RETURNING, BE SURE TO INCLUDE ALL THAT APPLY:
 - BENEFIT LETTER FROM SOCIAL SECURITY OFFICE (IF YOU ARE ON DISABILITY OR SOCIAL SECURITY)
 - 6 CONSECUTIVE PAYSTUBS (IF EMPLOYED) PLUS THE FIRST CHECK OF THE 2019 PAY PERIOD (gross amount of check on YTD should match on this check)
 - COPIES OF ANY LIFE INSURANCE POLICY(S) YOU MAY HAVE
 - 401K, MUTUAL FUNDS AND STOCK STATEMENTS
 - CHILD SUPPORT-OBLIGATION SUMMARY FROM CHILD SUPPORT OFFICE
 - SOCIAL SECURITY CARDS AND PROOF OF IDENTITY.

(THIS MAY NOT BE ALL THAT IS NEEDED- WE NEED PROOF OF ALL INCOME AND/OR ASSETS.)