

## **Household Documentation**

### **On your next appointment you will need to bring the following documents:**

1. Check stubs for all working household members (3 last consecutive months)
  2. Proof of other income:
    - a. Child Support Statement – Attorney General’s Office
    - b. Social Security – Award letter
    - c. Supplemental Security Income (SSI) – Award letter
    - d. Temporary Assistance for Needy Families – Award letter
    - e. Pension from Retirements or Military – Award letter
    - f. Unemployment benefits – Award letter
    - g. Self-employment - Current year to date profit and loss statement
  3. Current valid Texas issued photo I.D.
  4. IRS-1040 & W-2s for all adult household members that file income tax (2018)
  5. Social Security Cards and birth certificates from all household members
  6. Bank Statements – Checking (6 consecutive months) Savings(1 month) for all household members
  7. Proof of Assets: Certificate of Deposits, Mutual Funds, 401K, etc.
  8. If divorced must bring Divorce Decree
  9. Credit Report (if available)
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### **Your appointment is scheduled for:**

**Day:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **a.m.** \_\_\_\_\_ **p.m.**

*To confirm or cancel your appointment, please call us in advance*

*In consideration of others please do not bring small children*

*If you need accessibility accommodations please contact our office two weeks prior to your intake appointment.*

*Please be prompt,*

**Lorraine Frias, Leasing Clerk**

**(915) 533-7057 Extension – 206**

