



## EAP APPLICATION CHECKLIST

1. Driver's License/Photo ID copy of the Head of Household
2. Social Security Card copies of **everyone** living in the home
3. Proof of Income for **everyone over 18**
  - a. Paystub copies for the **most recent 3 full months** with YTD Gross Income
  - b. SS Income Awards Letter copy for **current year** or most recent bank statement copy for Social Security Deposit
  - c. Pension or Retirement Deposit Letter copy if applicable
  - d. **Completed and signed** Work One Waiver. (receiving/received unemployment).
  - e. **Complete filled out & signed** Income Affidavit (no income)
  - f. If self-employed, need copies of previous years tax returns and W2's.
4. Proof of Disability (for anyone under 60 years old)
5. Documentation of Veteran Status if applicable)
6. Class Schedule for College Students
7. Recent utility bill (gas, propane, and electric).
8. Recent Water & or Wastewater bill (ONLY if you are behind on your bill and it is \$50.00 or over)
9. Landlord Affidavit (completed and signed by Landlord or Manager).
10. completely filled out & signed ACH Authorization Form (ONLY if utilities are included in rent)
11. Completely filled out & signed Application.

APPLICATIONS CANNOT BE PROCESSED WITHOUT THIS  
INFORMATION.

DUE TO CURRENT CIRCUMSTANCE WE CANNOT MAKE COPIES.