



## Information and documentation commonly needed when at the top of a housing list

(Only for people who will live in the unit)

### Information needed for the supplemental application:

- Social security number
- Gross anticipated income from all sources for the next 12 months (including amount from each source)
- Name and address of employer or source of income for all income (including benefits, trust income, gifts, alimony, child support, etc.)
- Expenses (child support, alimony, unreimbursed medical, child care if necessary for employment)
- Assets (bank accounts, stocks, bonds, trusts, real estate), including value or balance, name of financial institution, account number
- Any assets transferred or sold in last 2 years, including date, amount, and value
- Make, year, and registration number of any vehicle owned
- Addresses for the last five years, including the name(s) of the leaseholder(s), and the landlord's information (name, address, phone)
- Contact information for 2 references who are not family or household members, including names, addresses, phone numbers, and email addresses
- Information for an emergency contact person, including name, address, phone number, and email

### Documentation needed:

- Social Security card
- Alien card (if applicable)
- Birth certificates for all who family members who will live in the unit
- State ID card
- Proof of residency, such as a lease or rent receipt, voter registration card, guardianship care plan
- Benefit letters from any benefit programs, giving the amount of the benefit – examples include SSI, SSDI, Social Security, EAEDC, the Massachusetts State Supplement Program, welfare, unemployment, pension, annuity, etc.

#### Copies of checks do not substitute for this.

- 4 consecutive paystubs, or 2 months of paystubs
- At least the last 3 months of statements for checking accounts, savings accounts, and credit union accounts (sometimes 12 months is required)
- Statements for any other asset accounts (e.g., IRA or Keough accounts)
- Proof of student status for those 18 or older
- Court order covering alimony or child support payments
- Letter from social services agency assisting with your support
- Statement from family members assisting with your support
- Other, as stipulated

### Additional forms that will need to be completed:

- CORI form
- Proof of disability (completed by a doctor or other clinical professional)
- Proof of housing status (if homeless)

*This list is not meant to be exhaustive; other information may be required.*