

Documentation For Housing Search

<u>Very important papers</u>	<u>Other documents that may be required during housing search</u>
Birth Certificate Social Security Card Alien Resident card or immigration documents Proof of income Bank Statements and proof of assets	Verification of HIV Status Verification of Disability 5 year housing history CORI Credit Report DD214- separation papers (veterans only) Photocopy of a picture ID

What does this mean?

Proof of income- all of the follow documents that apply to the applicant must be submitted for all of the member of the household:

- Social Security Printout –no more than 90 days old
- Pay stubs – 4 consecutive pay periods, no more than 90 days old
- Welfare print out- including TAFDC and EAEDC
- Child support payments – or court ordered letter stating monthly amount paid to applicant.
- VA letter of benefits
- Letter from family or party financially assisting applicant.

Bank Statements - applicant will be required to produce most recent bank statement. (a zero or near zero balance will not hinder your client’s application). An ATM printout is not sufficient documentation; bank printout must be on bank letterhead and dated within 30 days of being requested from housing providers.

Assets- Applicants will be required to provide proof of all assets including the following:

- Any CDs, IRAs, etc. that are in the applicant’s name.
- Any stocks or bonds that client is in possession of.
- Deed to property.

Note: Housing providers use the interested paid to the applicant as additional monthly income. In many cases it is not the actual value of the asset that hinders the applicant from becoming housed as it is the amount of interest paid annually to the applicant places them at an income level higher than that allowed by state or federal regulations.

Birth Certificates: An official birth certificate must be presented to the housing agent. Even if you make copies of these documents to give to the housing agent, bring all of the stamped birth certificates with you for them to see. If the applicant is not in possession of a birth certificate, you may request one from the state in which they were born. If it does not arrive in time for the housing interview, proof that an application for a new birth certificate has been submitted should suffice until the applicant is able to produce the real one. (This is not to say that the housing agency will be able to complete the interview process prior to obtaining the actual birth certificate.)

Social Security Cards: As with birth certificates, an applicant will be asked to produce Social Security Cards for all members of the household, per HUD requirements. This is true even for programs that don't require citizenship or eligible alien status. This means that if any household members do not have a social security number, they will have to sign affidavits testifying to this. You may bring copies of the cards (front and back of card) to give to the housing agency, but also bring the originals for the interviewer to see. If the applicant has applied for a new Social Security Card and has yet to receive it prior to the interview, some proof that a new one has been requested will suffice until the new one comes in. (This is not to say that the housing agency will be able to complete the interview process prior to obtaining all of the household's social security cards.)

Resident Alien card & immigration papers: Any applicant applying for federal housing who is not a US Citizen must provide documentation of legal resident status. A xerox copy of the front and back of each card may be submitted to the housing agency, however all of the originals should be brought to the interview. For those who do not yet have a green card, but have documents allowing them to legally reside in the US, those documents should be submitted. Last for those with no immigration status, they are eligible for state funded housing only within Massachusetts and most housing agencies will require that they sign a form stating their immigration status.

DD214- Separation Papers- Any applicant who is applying for a Veteran's priority or Veteran specific housing will need to produce this document to prove military service. These documents tend to take time to get so apply for them early in the application process.

CORI reports- Criminal Offense Record Inquiry- All housing agencies that receive **any** state or federal assistance to subsidize the housing units that you are applying for have the right to request a CORI on all applicants over the age of 18 years old. Each applicant must sign a release for the housing agency to obtain this information from each state that the applicants have lived in for the past five years. Housing agencies must request the information themselves, and may not request that the applicant obtain the information on their own and bring it back to them. Housing Agencies have the right to obtain information and deny an applicant dating back to an applicant's 18th birthday. Applicant's unsure of what is on their CORI should obtain their own CORI and inspect it prior to a housing agency's final interview, so that they may clear up any discrepancies or open cases.

Credit reports- Housing Agencies are more and more pulling credit reports on applicants to determine a potential tenant's ability to maintain the terms of the lease agreement such as paying rent on time, and maintaining utility services. Applicants should be encouraged to obtain a free copy of their credit report before a final interview for housing. It is not uncommon for information to be incorrect on a credit report, especially for folks who have been homeless for a long time and have either lost or had their wallets and important paper stolen.

Housing Histories- Most housing agencies will request all applicants to submit up to five years of housing history. These histories include previous addresses, landlord names and addresses, date of residences. For applicants who have been homeless, it means a chronological listing of where they stayed shelters, hospitals, friends and family etc. Many times, the interviewer will follow up all of the information that is received by the housing agency and references will be checked for all of the information provided. Some housing authorities also require two neighbor references for each place that is listed on the housing history, even if the applicant stayed there against the terms of someone else's lease agreement. The more concise the housing history that is submitted to the housing agency the easier it is for both parties to complete this process.