

**CHECKLIST FOR
PROCESSING A HOUSING
ASSISTANCE PROGRAM APPLICATION
DOCUMENTOS NECESARIOS PARA EL
PROCEDIMIENTO DE LA APLICACION DEL PROGRAMA DE
ASISTENCIA A LA VIVIENDA**

Pending Complete

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Income Tax Return Report(s) (Last two Years)
Reporte del Income Tax. |
| _____ | _____ | 2. Deed (Ownership Property in the U.S or any countries
such in Mexico)
Prueba de propietarto (Titulo de Propiedad/Escritura en U.S o en
otro continente incluyendo Mexico) |
| _____ | _____ | 3. Utility Bills Stub, (Water, Gas, Electricity, Phone, Etc.)
Recibos de Agua, Luz, Gas, Telefono, Etc. (Recientes) |
| _____ | _____ | 4. Property Tax Receipts (Proof of Payment) for school/City and
County/State Taxes.
Recibos de Impuestos (Pagados) de la propiedad Ciudad,
Condado y Escuelas. |
| _____ | _____ | 5. Verification letters of funds received in the year. (Social Security;
VA, Disability, Food Stamps)
Prueba de Asistencia Publica: Welfare, Food Stamps, AFDC |
| _____ | _____ | 6. Check Stubs (Last two months) W-2
Talones de cheques del trabajo de los ultimos dos meses . |
| _____ | _____ | 7. Proof of home insurance
Prueba de Seguro de la casa |
| _____ | _____ | 8. Resource statements for the last 6 months (including but not limited to checking, savings, CD's, Money
market accounts, retirement, pension, stock and bonds, etc).
Estado de cuentas de sies meses anteriores(incluyendo cuentas bancarias, ahorros, cd's, etc). |
| _____ | _____ | 9. Proof of Legal Residency (Birth Certificates, Resident Alien Cards, and Social- Security cards, for each
member of the Family.) |
| _____ | _____ | 10. Notarized Conflict of Interest Statement. (Notarized by city staff) |