



### SVdP APPLICATION MISSING DOCUMENTATION CHECKLIST

*Our funders dictate these criteria and guidelines HOPE is not able to submit cases until we have the completed Application with all required documentation attached.*

#### TO SUBMIT YOUR APPLICATION, YOU MUST PROVIDE:

##### Tier 1 & 2 Required Documents

- Completed Application**
- Release of Information** – signed by client and witness
- Photo ID** (*Current legal identification of all adults living in the household*).
- Proof of Crisis** - Verifiable proof of emergency situation: (*loss of income, police reports, medical or other bills, etc.*), proof of reason to move, including 30, 60, or 90-day notice.
- Proof of Income** - for all household members: (*most recent paycheck stubs, SSI award letter, unemployment letter, disability award letter, child support award letter, etc.*)
- Copy of bills needing payment**, i.e., (*Gas & Electric, Water, Garbage, etc.*) **(Need 3 months of bills)**

##### Tier 2 Required Documents

- Past Due Rent Notice** - Proof of past due rent or mortgage from landlord/mortgage company with the amount due, eviction notice (with a reason for termination of lease), 3-day notice, or foreclosure notice (**if applicable**)
- Signed Lease Agreement** - Signed lease/rental agreement (*stating security deposit, future/current rent, household members*) or letter of intent to rent from a future landlord.
- Section 8 Rentals** (*Section 8 Housing Choice Voucher*) (*Section 8 Signed Assisted Lease Agreement*)  
Inspection Report indicating property has passed (**if applicable**)
- W-9 Form** from Landlord – for delinquent rent greater than \$600, **only if the landlord is not LLC**
- Landlord/Tenant Information**

PLEASE BRING THESE DOCUMENTS ON: DATE:  AT:  AM/PM

CLIENT NAME:

ADDRESS:

CITY:  PHONE:

**I UNDERSTAND FAILURE TO PROVIDE THESE DOCUMENTS ON TIME WILL CLOSE THIS APPLICATION**

**Client Signature**

**Date**

Revision: June 2022