

# Catholic Charities Housing Services

## Application Checklist

To speed up your intake application process, please take a moment to review the enclosed information and documents. Please bring the requested supporting documents with your completed application.

### CREDIT REPORT FEE

\_\_\_\_\_ Please submit a credit report fee with your completed application.  
\$35 for a single person and \$38 for a married couple. **Check or Money Order ONLY.**  
Please make it payable to Catholic Charities Housing Services

### EMPLOYMENT

\_\_\_\_\_ Employment information completed in full on Application  
\_\_\_\_\_ 4 Most Recent Pay stubs  
\_\_\_\_\_ W-2 Forms and/or 1099's for the last two years  
\_\_\_\_\_ Tax Returns for last two years

### OTHER INCOME SOURCES

\_\_\_\_\_ Benefit/Award Letters - Social Security, Disability, Pension, VA Benefits, Food Stamps  
\_\_\_\_\_ Child Support Court Order  
\_\_\_\_\_ Proof of receipt of child support for the past 12 months

### BANKING INFORMATION

\_\_\_\_\_ Checking/Savings/Money Market/IRA/Investment Accounts  
\_\_\_\_\_ Copies of last 3 months statements or most recent quarterly statements  
**ALL PAGES (FRONT AND BACK)**

### RENT

\_\_\_\_\_ Landlord's Name, Address & Phone Number of all residences within the past 2 years

### OTHER INFORMATION

\_\_\_\_\_ Complete set of bankruptcy papers and discharge letter (if filed in the last 7 years)  
\_\_\_\_\_ Divorce papers (Decree and Findings of Fact)  
\_\_\_\_\_ ID/Drivers License, Permanent Residency card copy (front and back)  
\_\_\_\_\_ Social Security card copy

