



## **Instructions:**

1. For assistance, you are **required** to have all items listed below. **Please arrive 15 minutes** before your scheduled appointment time.
2. Please use the checklist to gather the proper information.
3. Once complete, please call to schedule an appointment.  
Phone: Muskegon at 231-725-9499 or Oceana at 231-259-2007.
4. **If you show up to a scheduled appointment without the required documentation, your appointment will need to be rescheduled.**

### **Rent Documentation Required**

### **Rent (We do not assist with security deposit)**

- Valid Michigan Driver's License or State ID for all adults in the household with correct address
- Social Security Card for ALL household members
- Proof of ALL household income for the last 3 months (i.e., pay stubs, Social Security award letter, SSI award letter, quarterly supplemental income, child support, unemployment insurance, retirement benefits, Veterans affairs benefits)
- DHHS food assistance award letter for the last 3 months. IF you are not receiving food assistance AND you do not receive SSI benefits please provide recent bank statements
- Eviction within the last 30 days (7 day notice is also acceptable) or shelter verification
- Completed landlord form. The landlord form is to be filled out by your landlord

### **Please note:**

- Falsifying documents will result in termination of future services.
- Completed applications can take up to 10 business days to process. Decision letters will be mailed once application has been processed.
- Missing documentation will result in delaying of processing application.
- Funding is NOT guaranteed.

Muskegon-Oceana Community Action Partnership, INC.