



Assistance Application - Documentation Requirement Checklist

**Instructions:**

1. For assistance, you are **required** to have all items listed below.
2. Please use the checklist to gather the 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)**

**REQUIRED PAPERWORK FOR APPOINTMENT**

Check boxes below when you have paperwork in hand

yes

Current State of Michigan or Driver's License

For ALL ADULTS in home (age18+) With correct address.

(Address on ID must match address on Bill)

yes

Social Security Card for EVERYONE IN THE HOUSEHOLD

Yes	No	
		Proof of Income for LAST 3 MONTHS
		Must have <b>Eviction</b> <u>or</u> <b>Shelter Verification</b>
		Social Security Award Letter(s) or DHHS Award Letter or Proof of Assets
		Completed Landlord Form
		Completed Prescreen

**Please note:**

- **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.**