



REQUIRED DOCUMENTATION TO BE SUBMITTED

An application is not considered complete until all relevant documents are submitted. Documentation can be submitted electronically as PDFs or provided for scanning by the SCHFH office staff. Please note that we will not keep original documents and will destroy all documents per our document retention policy.

- 1) **Signed** Federal Income Tax Returns: (1040 forms)
 - a) 2025 (and 2024 if self employment is included as income)
 - b) W2's for 2025

You can go to IRS.gov and request a tax transcript if needed

Copies of ALL sources of income:

- c) Pay stubs for 2 months
 - d) SSI award letter
 - e) Social Security award letter
 - f) Disability award letter
 - g) Food Stamps (TANF) award letter
 - h) Aid to Dependent Children (ADC) award letter
 - i) Any other source of income if applicable (such as child support or alimony)
- 2) Copy of current lease agreement
- 3) 2 months of bank statements from all accounts
- 4) Copies of following monthly bills:
 - a) 2 months of most recent utility bills (Statement page of gas, electric, water)
 - b) Child support, Alimony
- 5) Copy of driver's license for applicant(s)
- 6) Other – if applicable:
 - a) Divorce decree
 - b) Custody, Guardianship and/or adoption papers for non-biological children
 - c) If non-U.S. Citizen –copy of residency status
- 7) Letter of Need

We strongly urge you to pull your credit report. Please go to www.annualcreditreport.com to run your credit report. This is free of charge and will allow you to review ahead of potential review by the selection committee.