

**Arlington Housing Authority
Homeless Prevention Program
Application Packet Instructions and Check List**

1. Please complete the Homeless Prevention Program Application
2. Please bring the following documents, to your scheduled appointment along with your application.
 - TANF & FOOD STAMPS** - Texas Department of Human Services computer printed statement of current benefits or cancellation of benefits letter, dated within the last 60 days
 - EMPLOYMENT VERIFICATION** - Four current and consecutive check stubs(last one no more than 60 days from the date of your appointment) with year-to-date earnings or a letter from employer on their letter head which includes their fax number
 - CHILD SUPPORT/ALIMONY** - Notarized letter from the provider, and or court order
 - UNEMPLOYMENT** - Original award letter from Unemployment Compensation and current stub or exhaust letter, dated within the last 60 days
 - PENSION/ANNUITY** - Award letter including contact number and copy of current check (last one no more than 60 days from the date of your appointment)
 - SSI/SOCIAL SECURITY BENEFITS** - Award letter and current statement from the Social Security Administration dated within the last 60 days
 - BANK ACCOUNT/ASSETS** - One current savings statement, 3 current checking statements, stocks, bonds, property, IRS' mutual funds, annuities, trust, inheritances, settlements and two most recent monthly statements or letters from bank stating current balances and annual interest rate or bank passbook.
 - CONTRIBUTIONS** - A notarized statement from the person/agency providing a contribution to your household, dated within in the last 60 days. The statement should include the amount your household receives in assistance; the contact person(s) name, address with zip code, and phone number.
 - LEASE** - A copy of your current lease
 - UTILITY DISCONNECT NOTICE** - Copy of your most current past due electric, water, and gas bills.
 - HOUSEHOLD EXPENSES** – Copies of the last two electric, water, and gas bills.
 - COPY OF EVICTION NOTICE** – Copy of your most current notice to vacate letter.
 - NO INCOME** - If you claim no (\$0) income due to loss of job or benefits, you will need to provide the documentation indicating that your benefits have been terminated. In case of employment, you will need to show documentation that you have applied for unemployment
3. Ask your landlord to complete the Landlord application and Agreement (last two pages of the application packet) and fax the information to Shaylon Scott, Housing Specialist, at (682) 367-1025
4. Once you have completed the Homeless Prevention Program application and collected all the documents listed above, please submit your application at the Arlington Housing Authority.