



Required Documentation to Bring to Your Appointment

Please have the following **current (not expired)** documents ready:

1. **Photo Identification** for each adult (18 and older)
2. **Social Security Cards** for all members of the household
3. **Birth Certificate** for all members of the household
4. **Emergency Contact information** (names and addresses)
5. **Proof of Income (bring all that apply)**
 - a. Employment: Eight (8) consecutive paystubs
 - b. Social Security/Welfare: Benefits letter (dated within 120 days)
 - c. Pension: Name and address of pension company; member identification number
 - d. Unemployment: Benefit/award letter (dated within 120 days)
 - e. Self-employment: Past two (2) years' income tax returns
 - f. Child-Support/Alimony: One (1) year payment history
6. **Proof of Assets (bring all that apply)**
 - a. Checking Account: Six (6) consecutive statements (make sure to bring all pages, even if blank)
 - b. Digital Banking: Six (6) consecutive statements (make sure to bring all pages, even if blank)
 - i. Including Chime, CashApp, Venmo, ApplePay, PayPal
 - c. Savings Account: Most recent statement (make sure to bring all pages, even if blank)
 - d. DirectExpress: ATM receipt dated within 120 days
 - e. Stocks, Bonds, Annuities: Most recent statement; broker name and address
 - f. Government Bonds: Actual bonds or a statement showing interest earned and proof of value
 - g. Whole/Universal Life Insurance: Company name, address, and policy number
 - h. Equity in Real Estate: Year-end tax statement showing value of property, and verification of monthly mortgage payments
7. **\$35 Application Fee** payable by money order to Northwest Neighborhoods CDC (non-refundable)

If you have any questions, or to make an appointment, please contact us at 216.961.4242 or propertymanagement@nwneighborhoods.org