



## YOU MUST PROVIDE THE FOLLOWING DOCUMENTS

- Current bill:**  Puget Sound Energy  Cascade Natural Gas  Propane  Oil  Water
- Renter:** Current Section 8 / Subsidized Lease / Rental Agreement / Mobile Home Lot Rental Agreement  
*(If you are on a month-to month lease or your rental agreement states that your rental period will end before the date of your appointment, your agreement is considered outdated and your landlord will need to fill out our Landlord Statement.)*
- Homeowner:** Current Mortgage Statement or Loan Modification / Title / Release Deed / Canceled Note  
*(If you are in foreclosure, please also provide current foreclosure information.)*
- Social Security cards for EVERYONE** residing in the home.
- Picture IDs** for everyone **18 years old** or older residing in the home.
- Address verification:** Any mailed document for everyone **18 years old** or older residing in the home.

**Due to the pandemic, our programs are allowing us flexibility on income requirements. Please provide income documentation for all household members for only the last month: \_\_\_\_\_ .**

**This includes, but is not limited to the following list. Additional documentation may be requested for clarification.**

- Employment:** All check stubs or payroll print out showing **gross pay** for everyone 18 years old or older.
- Unemployment:** You must obtain a wage report and unemployment report from the Employment Security website: <https://secure.esd.wa.gov/home/>
- Anyone 18 years old or older in the home with NO income** must verify no income status by providing a bank statement, and obtaining a wage report and unemployment report from the Employment Security website: <https://secure.esd.wa.gov/home/>
- Current School Enrollment Paperwork** for anyone who is **18 years old and still in high school.**
- Enrolled in College:** Printouts of all Educational Assistance (i.e. grants, loans, and/or work-study) and bank statement showing financial aid deposits/refunds.
- Self-Employment: Business License required. KCR Self-employment form must be completed.**  
Please provide all checking and savings bank statements from personal and business accounts.
- Rental Income:** Current rental agreement(s) and rental receipts for tenant(s).
- Public assistance (TANF / ABD / HEN / etc.):** Current award letter or printout showing grant amount.
- Social Security, Veterans Benefits, Pension or Retirement:** Current award letter.
- L&I:** You must obtain a history report from L&I located at **10049 Kitsap Mall Blvd. #100 – Silverdale.**  
Phone: (360) 308-2800
- Receiving/Paying Child support or Spousal Maintenance:** Monthly statement from Child Support Enforcement or bank statement showing deposits.

**Please arrive on time for your appointment.**

**If you are late for your appointment, you will be required to reschedule.**

**\*\*\* [CLICK HERE TO SCHEDULE AN APPOINTMENT.](#) \*\*\***