



Application Checklist



Thank you for your interest in this property. To complete your application process all household members 18 years or older must be present for a scheduled interview. Please bring the following items with you:

1. Social Security cards for all household members (irrespective of their age) and/or TIN.
2. Birth certificates for all minors
3. State or national picture ID (i.e. Driver's License, Passport, etc.) for all applicants over 18 years of age
4. An application fee of \$35 (cashier's check or money order only) for all applicants over 18 years of age, excluding all 811 applicants

For this meeting, please also provide the following:

- Employment:** Copies of most current consecutive 6-8 paystubs or equivalent proof of other income for all household members 18 and older.
- Self-Employment:** Copy of last year's IRS Tax Returns including Schedule C (or proof of non-filing), current Profit/Loss statement, and list of current or most recent clients for all household members 18 and older.
- SSA or SSI/Disability:** Current or annual letter showing monthly amount for SSA benefits. SSI/Disability benefits must have a current award letter or print out within the last 120 days showing the monthly amount for all household members regardless of age.
- Unemployment Insurance:** Printout of Statement or copy of last letter showing current monthly benefit for all household members 18 and older.
- Financial Assistance:** This is regular gifts or payments from anyone outside of the household (includes anyone paying your bills) for any household member regardless of age. Verification from the person providing assistance stating the amount and length of assistance, and 3 months of consecutive bank/asset statements showing funds equaling 18 times the annual assistance will be required.
- GA/AFDC/TANF:** Current printout of benefits paid in last 12 months or copy of last Notice of Action Letter for all household members 18 and older.
- Child Support and/or Alimony:** Current notice from County Office, a court order or a letter from the provider with copies of last two checks for all household members regardless of age.
- Medical Expenses:** ****Applicable only to 811 applicants**** Current expenses paid during the last 12 months that are not reimbursed by an outside sources, such as insurance
- City of Fremont Preference** Live/Work in City of Fremont (Proof of Address): such as a driver license, voter registration, utility bill, vehicle registration or other evidence as proof of residency in the city. If the applicant lacks the resources and support networks to obtain housing, applicant can submit a letter from a homeless services or other social service provider, school enrollment record, vehicle registration, or other evidence as proof of residency in the city. For the Work preference, applicant must be working at least 20 hours or more per week within the incorporated area of the city. Employment must be by an employer that, through operation of a city-based business, pays business tax in Fremont. Working in the city does not include self-employment consisting solely of operating a business entity established solely for the purposes of investment in a rental property.
- County of Alameda Preference** Live/Work County of Alameda (Proof of Address): such as a driver license, voter registration, government issued library card, vehicle registration, a lease agreement, a utility statement from providers, etc.
- Other:** If any household member has regular pay as a member of the Armed Forces; severance payments; settlements; lottery winnings or inheritances; death benefits or life insurance dividends; trust benefits; or any other source of income not listed, please provide documentation to support the source of income.
- Assets:** Bank statements (for all accounts) for all household members. (6 consecutive months for checking and current month for Savings and Money Market Accounts)
- Prepaid Cards: Copy of current account statement or a copy of the front of the prepaid card and a current ATM receipt showing the balance in the account. The last four numbers on the ATM receipt must match the last four numbers on the card. (Not CalWORKs Cards)
- For all other assets such as IRA's, 401K's, Annuities, CD's, Whole Life Insurance Policies, etc. a copy of the most recent statements for all household members. For Real Estate assets provide a copy of the mortgage note and a 3rd Party market value.