



Madrone Terrace 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) or Individual Taxpayer Identification Number (ITIN) for all household members (irrespective of their age). An ITIN, or Individual Taxpayer Identification Number, is a tax processing number only available for certain nonresident and resident immigrants, their spouses, and dependents who cannot get a Social Security Number (SSN).
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 \$28.00 (cashier's check or money order only) for all applicants over 18 years of age

For this meeting, please also provide the following:

Employment: Copies of last three months consecutive pay-stubs (if you get paid bi-weekly - 7 stubs; semi-monthly - 6 stubs or weekly - 13 stubs) 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.

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.

Student: Current Year Class Schedule

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.

EQUAL HOUSING OPPORTUNITY