

Chippewa-Luce-Mackinac Community Action Agency **Homeless Prevention/Rapid Re-Housing** Assistance

Required Document Checklist

When applying for assistance through either program, please provide the following documentation:

_____ **Picture ID** for all adult household members (age 18 and over) This can be a school ID, tribal ID, State ID, Driver's License, etc.

_____ Social Security Cards for all household members

_____ Proof of income for all household members receiving income. This includes: SS statement(s), Cash Assistance(s), Check-Stub(s), etc.

_____ Recent copy of your bank statement(s) (last 30 days)

_____ Decision notice(s) that are less than 30 days old from DHS (SER application), Sault Tribe (if tribal), and Salvation Army (utility arrears)

_____ Copy of signed lease (if requesting help with rental arrearages or utility arrearages)

_____ Copy of shut off notice **ONLY** electric or Gas: *Example DTE* (if requesting help with back utilities)

_____ Copy of legal notice of **eviction complaint, summons, or judgment** (if requesting help with back rental arrearages)

_____ If doubled-up/staying with a family member or friend, you need to bring an eviction notice from that person stating you need to be out of their home/apartment within 2 weeks (dated, signed, include contact information – for verification purposes)

****Applications with attached documentation must be submitted together. Applications missing documentation will be considered incomplete and will have 10 days to be completed. Otherwise they will be denied.**

****Funds may be limited or unavailable at the time of your application. In this case, you will be notified by mail at the address you list on your application.**