

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

Required Document Checklist

Required documentation for all programs – *utility deposit(s), move-in cost,*

Required documents for all forms of assistance – **move-in costs, utility deposits, etc.**

_____ **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)

If seeking assistance with move-in costs – security deposit & first month's rent, you need to provide:

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

_____ Eviction letter from individual you are staying with

_____ Letter from potential landlord that includes: their contact info, price of rent, security deposit amount, what is included with rent

If seeking assistance with a utility deposit, you need to provide:

****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.**