

Required Application Documents

The following documents are required to apply:

1. **Proof of residential ownership** (you must own your home to apply)
 - a. Copy of mortgage, tax bill, or deed.
 - b. Probate sale contract
2. **Proof of Income:** all earned income for everyone 18 years and older who resides in the household.
 - a. Earned income
 - i. If paid weekly submit paystubs for last 4 consecutive weeks within 8 weeks of the application submission date. If paid twice a month or every two weeks include 2 consecutive paystubs
 - ii. If self-employed: Copy of latest federal income tax statement with supporting documentation.
 - iii. Pension, veteran, social security, or SSI benefits (including children benefits): Copy of checks or benefit award letter.
 - iv. Unemployment benefits: Copy of award statement or 2 benefit pay stubs.
 - v. Child support/alimony: Statement of total monthly support.
 - vi. Rental Income: Lease for all tenants or rent receipts.
 - vii. TANF or General Assistance (welfare): Award Letter or printout.
 - viii. Interest or Dividends: Bank statement, Investment Company Statement
 - b. Unemployed household members age 18 and over must have the following:
 - i. Zero Income Statement
 - ii. If full time student, a letter which must be on school letterhead.

Please return completed application and documents to David DuBois using one of the following:

By Mail: 61 Voorhis Lane Hackensack NJ 07601

Email: Katherine.Polanco@GreaterBergen.Org

Fax: 201-342-9339

If you have any questions, Katherine Polanco can be reached at 201-968-0200 ext. 7049.