



Assistance Checklist

	<p>1. Income: Gross wages for all household members for the last 30 days prior to your application date.</p> <p style="text-align: center;"><i>5 pay stubs if paid weekly OR 3 pay stubs if paid bi-weekly OR 2 pay stubs if paid monthly</i></p> <p><u>Examples of required income:</u> Employment, Pensions, Retirement, Civil Service, Unemployment, Worker’s Compensations, Bank Interest and Dividends, Self-employment, Annuities, Alimony, any income received by Social Security Administration, etc.</p>
	<p>2. State and City Assistance: If you have received assistance from your local town welfare or Department of Health and Human Service (Food Stamps, FANF, APTD, OAA, FAP, NHEP, etc.) you will need a copy of the most recent decision letter.</p>
	<p>3. Child Support: Please provide proof of Child Support payment or receipt if applicable.</p>
	<p>4. Tax Return: All applicants must provide a copy of their complete IRS Form 1040. Any adult household members that did not file will need to complete a 4506-T to confirm non-filing.</p>
	<p>5. Self-Employed Schedule C: Any household member that is self-employed is <u>required</u> to provide a copy of their tax return (above) <u>along with the Schedule C</u>.</p> <p style="text-align: center;">Tax Return required as of March 1,</p>
	<p>6. Proof of Residency: <u>Renters with heat included</u> must have a Landlord/Tenant Verification Form completed by landlord at this website https://bit.ly/2CV7zoK</p> <p><u>Homeowners</u> please provide proof of mortgage statement or property tax bill.</p>
	<p>7. Social Security Cards and Date of Births: for all household members</p>
	<p>8. Heating Bill and/or Usage: Vendor must be established before your application date. <i>If you have used the same fuel vendor for the past 12 months, please provide 12 months of fuel costs.</i></p>
	<p>9. Electric Bill: most recent electric bill (Eversource or NH Electric Co-op)</p>

	10. Wage verification form if employment ended within last 8 weeks
	11. Proof of disability payments (STD, LTD)
	12. DES Verification if unemployed for 1 year or less
	13. Letter from City Welfare
	14. State Welfare / Cash EBT Card Print out / Decision Letter
	15. Eviction / Demand for Rent Notice
	16. Overdue Mortgage Statement
	17. Utility Disconnect Notice
	18. Support Letter / Statement Go to this website to access this form: https://bit.ly/31E41S4
	19. Proof of Savings / Checking / Credit Card for the last 2 months

Please keep in mind that not all circumstances can be addressed, and that additional paperwork may be requested during the application process. Please feel free to contact our office to discuss unusual circumstances so we can best assist you.

Mailing Address for ALL offices: 577 Central Avenue Suite 16, Dover NH 03820

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Monday through Friday, 8:30 AM-4:30 PM

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Automated Scheduling System (603)206-8525 or <https://straffordcap.itfrontdesk.com>