

# Appendix A: Supporting Documents Worksheet

Use this form to identify which documents you need to collect and submit along with your completed application. Please note that these documents need to be most recent based on the date of your application submission. Use one section for each household member who is 18 or older. You do not need to submit this form; only the documents.

**Applicant:** \_\_\_\_\_

## Identification

Everything in this section applies to you.

Applies to Me	Document	Collected
<b>X</b>	State-issued photo ID or driver's license	

## Marriage/Divorce

If you have ever been legally married, determine which documents in this section apply to you for collection.

Applies to Me	Document	Collected
	Copy of Marriage License	
	Copy of Divorce Decree	
	Copy of Death Decree	

## Assets

Include statements for all accounts you hold.

Applies to Me	Document	Collected
	Most recent 2 months of bank statements for ALL deposit accounts (Checking and savings accounts, include all pages, include all accounts) Account: _____ Account: _____ Account: _____	
	Most recent 2 quarters of asset statements (Pension/retirement accounts, CD's, brokerage accounts, etc., include all pages, include all accounts) Account: _____ Account: _____ Account: _____	

## Income: Wage-Based

If you receive wage-based income (e.g. you get a paycheck from an employer), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of pay stubs from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	

## Income: Non-Wage-Based

If you receive non-wage-based income (e.g. you are a private contractor (e.g. LYFT/UBER) or operate your own business (e.g. online stores, beauty services), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of income statements from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	
	Current year-to-date Profit and Loss Statement and Balance Sheet (for business owners)	

**Income: Other**

If you receive other types of income, determine which apply to you for collection.

Applies to Me	Document	Collected
	<b>Social Security</b> (Most recent 2 years of annual statements from official source)	
	<b>Disability</b> (Most recent 2 years of annual statements from official source)	
	<b>Child Support</b> (Most recent 2 years of annual statements from official source)	
	<b>Alimony</b> (Most recent 2 years of annual statements from official source)	
	<b>Foster Care</b> (Most recent 2 years of annual statements from official source)	
	<b>Pension Payments</b> (Most recent 2 years of annual statements from official source)	
	<b>Other:</b> (Most recent 2 years of annual statements from official source)	

**Life Changes Income Allowances**

If you do not have two years of continuous job history, determine if one of the following allowances apply to you.

Applies to Me	Allowance and Documentation Needed	Collected
	Recently <b>completed school</b> . If so, provide: Proof of last enrollment/graduation, work contract for current job, and 6 mos. pay stubs	
	Recently <b>separated/divorced</b> . If so, provide: Proof of separation/divorce, work contract for current job, and 6 mos. pay stubs	
	Recently <b>laid-off</b> . If so, provide: Proof of lay-off, work contract for current job, and 6 mos. pay stubs	
	Recently <b>incarcerated</b> . If so, provide: Proof of release, work contract for current job, and 6 mos. pay stubs	
	Recently undertook <b>care-giving responsibilities</b> . If so, provide: Signed letter outlining work load and dates, work contract for current job, and 6 mos. pay stubs	

**Debt**

Determine which apply to you for collection.

Applies to Me	Document	Collected
	Chapter 7 or 13 bankruptcy filing, including discharge papers and list of creditors (Schedule F)	
	Foreclosure documentation	
	Alimony owed documentation for last year (or martial settlement agreement)	
	Child support owed documentation for last year (or court-issued agreement)	
	Most recent statement for any credit opened in last 60 days	
	List of outstanding City of Chicago fines, if any (If on payment plan, bring proof of payment plan, search at <a href="http://cityofchicago.org/revenue">cityofchicago.org/revenue</a> )	

**Rental History**

Applies to Me	Document	Collected
<b>X</b>	Most recent 12 months of cancelled rent checks or written documentation of consistent, timely payments in the form of a letter or ledger from property manager; AND/OR evidence of a similarly sized monthly savings or debt reduction	

**Explanation of Irregularities**

Determine which apply to you for collection.

Applies to Me	Document	Collected
	Gaps in employment within last two years letter of explanation	
	Rental history irregularities letter of explanation	
	Derogatory account(s) (from credit report) letter(s) of explanation (collections, delinquent, etc.)	
	Identity Theft resolution documentation from credit counselor and/or affected accounts	

**End of Applicant Section -----**

**Co-Applicant:** \_\_\_\_\_

Ignore this form if there is no co-applicant. If there is a co-applicant, only collect and submit documents that are different from the borrower. For example, if you have a joint checking account, you do not need to submit the account statements twice.

**IDENTIFICATION**

Everything in this section applies to the co-applicant.

Applies to Me	Document	Collected
	State-issued photo ID or driver's license	

**MARRIAGE/DIVORCE**

If the co-borrower has ever been legally married, determine which documents in this section apply to co-applicant for collection. Only unique documents to the borrower apply (e.g. previous marriage).

Applies to Me	Document	Collected
	Copy of Marriage License	
	Copy of Divorce Decree	
	Copy of Death Decree	

**ASSETS**

Include statements for all accounts the co-applicant holds that are different from the applicant.

Applies to Me	Document	Collected
	Most recent 2 months of bank statements for ALL deposit accounts (Checking and savings accounts, include all pages, include all accounts) Account: _____ Account: _____ Account: _____	
	Most recent 2 quarters of asset statements (Pension/retirement accounts, CD's, brokerage accounts, etc., include all pages, include all accounts) Account: _____ Account: _____ Account: _____ Account: _____	

**INCOME: WAGE-BASED**

If co-applicant receives wage-based income (e.g. a paycheck from an employer), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of pay stubs from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	

**INCOME: NON-WAGE-BASED**

If co-applicant receives non-wage-based income (e.g. private contractor (e.g. LYFT/UBER) or operate own business (e.g. online stores, beauty services), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of income statements from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	
	Current year-to-date Profit and Loss Statement and Balance Sheet.(for business owners)	

### INCOME: OTHER

If co-applicant receives other types of income that are different than applicant, determine which apply to co-borrower for collection.

Applies to Me	Document	Collected
	<b>Social Security</b> (Most recent 2 years of annual statements from official source)	
	<b>Disability</b> (Most recent 2 years of annual statements from official source)	
	<b>Child Support</b> (Most recent 2 years of annual statements from official source)	
	<b>Alimony</b> (Most recent 2 years of annual statements from official source)	
	<b>Foster Care</b> (Most recent 2 years of annual statements from official source)	
	<b>Pension Payments</b> (Most recent 2 years of annual statements from official source)	
	<b>Other:</b> (Most recent 2 years of annual statements from official source)	

### Life Changes Income Allowances

If co-applicant does not have two years of continuous job history, determine if one of the following allowances applies.

Applies to Me	Allowance and Documentation Needed	Collected
	Recently <b>completed school</b> . If so, provide: Proof of last enrollment/graduation, work contract for current job, and 6 mos. pay stubs	
	Recently <b>separated/divorced</b> . If so, provide: Proof of separation/divorce, work contract for current job, and 6 mos. pay stubs	
	Recently <b>laid-off</b> . If so, provide: Proof of lay-off, work contract for current job, and 6 mos. pay stubs	
	Recently <b>incarcerated</b> . If so, provide: Proof of release, work contract for current job, and 6 mos. pay stubs	
	Recently undertook <b>care-giving responsibilities</b> . If so, provide: Signed letter outlining work load and dates, work contract for current job, and 6 mos. pay stubs	

### DEBT

Determine which apply to co-applicant for collection. Only items that are different from applicant apply.

Applies to Me	Document	Collected
	Chapter 7 or 13 bankruptcy filing, including discharge papers and list of creditors (Schedule F)	
	Foreclosure documentation	
	Alimony owed documentation for last year (or martial settlement agreement)	
	Child support owed documentation for last year (or court-issued agreement)	
	Most recent statement for any credit opened in last 60 days	
	List of outstanding City of Chicago fines, if any (If on payment plan, bring proof of payment plan, search at <a href="http://cityofchicago.org/revenue">cityofchicago.org/revenue</a> )	

### RENTAL HISTORY

Applies only if co-applicant lived separately from applicant in last 12 months.

Applies to Me	Document	Collected
	Most recent 12 months of cancelled rent checks OR 12 months of written documentation of consistent, timely payments in the form of a letter or ledger from property manager	

### EXPLANATION OF IRREGULARITIES

Determine which apply to co-applicant for collection. Only items that are different from applicant apply.

Applies to Me	Document	Collected
	Gaps in employment within last two years letter of explanation	
	Rental history irregularities letter of explanation	
	Derogatory account(s) (from credit report) letter(s) of explanation (collections, delinquent, etc.)	
	Identity Theft resolution documentation from credit counselor and/or affected accounts	

**End of Co-Applicant Section -----**

## Household Member #1: \_\_\_\_\_

Use this form to identify and collect the documents needed for each additional household member who will live in the home with you. **This only applies to household members who are 18 or older at the time of application.**

### IDENTIFICATION

Applies to Me	Document	Collected
<b>X</b>	State-issued photo ID or driver's license	

### INCOME: WAGE-BASED

If household member receives wage-based income (e.g. a paycheck from an employer), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of pay stubs from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	

### INCOME: NON-WAGE-BASED

If household member receives non-wage-based income (e.g. private contractor (e.g. LYFT/UBER) or operate own business (e.g. online stores, beauty services), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of income statements from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	
	Current year-to-date Profit and Loss Statement and Balance Sheet (for business owners)	

### INCOME: OTHER

If household member receives other types of income that are different than borrower, determine which apply for collection.

Applies to Me	Document	Collected
	<b>Social Security</b> (Most recent 2 years of annual statements from official source)	
	<b>Disability</b> (Most recent 2 years of annual statements from official source)	
	<b>Child Support</b> (Most recent 2 years of annual statements from official source)	
	<b>Alimony</b> (Most recent 2 years of annual statements from official source)	
	<b>Foster Care</b> (Most recent 2 years of annual statements from official source)	
	<b>Pension Payments</b> (Most recent 2 years of annual statements from official source)	
	<b>Other:</b> (Most recent 2 years of annual statements from official source)	

### Life Changes Income Allowances

If you do not have two years of continuous job history, determine if one of the following allowances apply to you.

Applies to Me	Allowance and Documentation Needed	Collected
	Recently <b>completed school</b> . If so, provide: Proof of last enrollment/graduation, work contract for current job, and 6 mos. pay stubs	
	Recently <b>separated/divorced</b> . If so, provide: Proof of separation/divorce, work contract for current job, and 6 mos. pay stubs	
	Recently <b>laid-off</b> . If so, provide: Proof of lay-off, work contract for current job, and 6 mos. pay stubs	
	Recently <b>incarcerated</b> . If so, provide: Proof of release, work contract for current job, and 6 mos. pay stubs	
	Recently undertook <b>care-giving responsibilities</b> . If so, provide: Signed letter outlining work load and dates, work contract for current job, and 6 mos. pay stubs	

### DEBT

Determine which apply to household member for collection.

Applies to Me	Document	Collected
	List of outstanding City of Chicago fines, if any (If on payment plan, bring proof of payment plan, search at <a href="http://cityofchicago.org/revenue">cityofchicago.org/revenue</a> )	

**End of Household Member #1 Section -----**

## Household Member #2: \_\_\_\_\_

Use this form to identify and collect the documents needed for each additional household member who will live in the home with you. **This only applies to household members who are 18 or older at the time of application.**

### IDENTIFICATION

Applies to Me	Document	Collected
<b>X</b>	State-issued photo ID or driver's license	

### INCOME: WAGE-BASED

If household member receives wage-based income (e.g. a paycheck from an employer), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of pay stubs from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	

### INCOME: NON-WAGE-BASED

If household member receives non-wage-based income (e.g. private contractor (e.g. LYFT/UBER) or operate own business (e.g. online stores, beauty services), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of income statements from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	
	Current year-to-date Profit and Loss Statement and Balance Sheet (for business owners)	

### INCOME: OTHER

If household member receives other types of income that are different than borrower, determine which apply for collection.

Applies to Me	Document	Collected
	<b>Social Security</b> (Most recent 2 years of annual statements from official source)	
	<b>Disability</b> (Most recent 2 years of annual statements from official source)	
	<b>Child Support</b> (Most recent 2 years of annual statements from official source)	
	<b>Alimony</b> (Most recent 2 years of annual statements from official source)	
	<b>Foster Care</b> (Most recent 2 years of annual statements from official source)	
	<b>Pension Payments</b> (Most recent 2 years of annual statements from official source)	
	<b>Other:</b> (Most recent 2 years of annual statements from official source)	

### Life Changes Income Allowances

If you do not have two years of continuous job history, determine if one of the following allowances apply to you.

Applies to Me	Allowance and Documentation Needed	Collected
	Recently <b>completed school</b> . If so, provide: Proof of last enrollment/graduation, work contract for current job, and 6 mos. pay stubs	
	Recently <b>separated/divorced</b> . If so, provide: Proof of separation/divorce, work contract for current job, and 6 mos. pay stubs	
	Recently <b>laid-off</b> . If so, provide: Proof of lay-off, work contract for current job, and 6 mos. pay stubs	
	Recently <b>incarcerated</b> . If so, provide: Proof of release, work contract for current job, and 6 mos. pay stubs	
	Recently undertook <b>care-giving responsibilities</b> . If so, provide: Signed letter outlining work load and dates, work contract for current job, and 6 mos. pay stubs	

### DEBT

Determine which apply to household member for collection.

Applies to Me	Document	Collected
	List of outstanding City of Chicago fines, if any (If on payment plan, bring proof of payment plan, search at <a href="http://cityofchicago.org/revenue">cityofchicago.org/revenue</a> )	

**End of Household Member #2 Section -----**

### Household Member #3: \_\_\_\_\_

Use this form to identify and collect the documents needed for each additional household member who will live in the home with you. **This only applies to household members who are 18 or older at the time of application.**

#### IDENTIFICATION

Applies to Me	Document	Collected
<b>X</b>	State-issued photo ID or driver's license	

#### INCOME: WAGE-BASED

If household member receives wage-based income (e.g. a paycheck from an employer), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of pay stubs from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	

#### INCOME: NON-WAGE-BASED

If household member receives non-wage-based income (e.g. private contractor (e.g. LYFT/UBER) or operate own business (e.g. online stores, beauty services), collect all items in this section.

Applies to Me	Document	Collected
	Most recent 60 days of income statements from ALL sources	
	Most recent 2 years of W-2's and completed Tax Returns (Form 1040 with all schedules and 1099's)	
	Current year-to-date Profit and Loss Statement and Balance Sheet (for business owners)	

#### INCOME: OTHER

If household member receives other types of income that are different than borrower, determine which apply for collection.

Applies to Me	Document	Collected
	<b>Social Security</b> (Most recent 2 years of annual statements from official source)	
	<b>Disability</b> (Most recent 2 years of annual statements from official source)	
	<b>Child Support</b> (Most recent 2 years of annual statements from official source)	
	<b>Alimony</b> (Most recent 2 years of annual statements from official source)	
	<b>Foster Care</b> (Most recent 2 years of annual statements from official source)	
	<b>Pension Payments</b> (Most recent 2 years of annual statements from official source)	
	<b>Other:</b> (Most recent 2 years of annual statements from official source)	

#### Life Changes Income Allowances

If you do not have two years of continuous job history, determine if one of the following allowances apply to you.

Applies to Me	Allowance and Documentation Needed	Collected
	Recently <b>completed school</b> . If so, provide: Proof of last enrollment/graduation, work contract for current job, and 6 mos. pay stubs	
	Recently <b>separated/divorced</b> . If so, provide: Proof of separation/divorce, work contract for current job, and 6 mos. pay stubs	
	Recently <b>laid-off</b> . If so, provide: Proof of lay-off, work contract for current job, and 6 mos. pay stubs	
	Recently <b>incarcerated</b> . If so, provide: Proof of release, work contract for current job, and 6 mos. pay stubs	
	Recently undertook <b>care-giving responsibilities</b> . If so, provide: Signed letter outlining work load and dates, work contract for current job, and 6 mos. pay stubs	

#### DEBT

Determine which apply to household member for collection.

Applies to Me	Document	Collected
	List of outstanding City of Chicago fines, if any (If on payment plan, bring proof of payment plan, search at <a href="http://cityofchicago.org/revenue">cityofchicago.org/revenue</a> )	

**End of Household Member #3 Section -----**