

**NEW VISION COMMUNITY DEVELOPMENT CORPORATION
REQUIRED DOCUMENTS CHECKLIST**

Client Name: _____ Client Phone#: _____

Staff Name: _____ Date of Initial Intake: _____

Assistance Requested for: Rent _____ Mortgage _____ Utilities _____ Food _____

REQUIRED DOCUMENTS

1. **Picture ID** with current street(physical) address to include lot/apartment number
2. **Proof of Income** for all household members(**must be legible**)
3. **Verification of food stamps not being received (printouts cannot be more than three days old)**
4. **Final Notices** bills must be in the client's name

Your Application WILL NOT BE STARTED until all required documents are provided in a timely manner. Services are provided based upon availability of funds and/or issued on a first come first served basis. **Agency's acceptance of an application is not a promise of service to a client.**

If your application has started and documents are missing, your failure to submit any identified documents within 5 days of this notice or by _____, will result in your application being voided. If your application is voided, you will have to start a new application and provide updated information to seek assistance.

Client Signature (if provided in person)

Date

Agency Staff Signature

Date