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# WATER STREET APARTMENTS CHECKLIST

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TO HELP US PROCESS YOUR APPLICATION PLEASE BRING COPIES OF THE FOLLOWING DOCUMENTS THAT APPLY TO YOUR HOUSEHOLD'S INCOME AND ASSETS TO THE ELIGIBILITY INTERVIEW:

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- Most recent Paycheck stubs for three consecutive months
- Employer's name, address, email, fax and phone number for all employed household members.
- Most recent statements of Social Security, SSI, Disability payments, pension
- Most recent Statements of Public Assistance, AFDC, TANF, GA, SNAP. Name, address and phone number of your worker.
- Statements of Unemployment benefits
- For self- employed, most recent Tax Return.
- Court document of alimony and/or child support
- Real Estate Documents including Mortgage Notes, Sales Contracts, etc.
- Life Insurance Policies
- Checking account statements consecutive for last six months (all pages)
- Current Saving account statement (all pages)
- Current Statements (all pages) from all assets held including, but not limited to:
  - Money Market Accounts, Certificates of Deposits
  - Stocks and Bonds Certificates
  - 401k, 403b, IRA's, annuity
- Statements for all other types of income or assets that your household possesses.
- Verification of full-time student education if over 18 years of age, (class schedule)
- Landlord's Phone, fax, and address for the past 2 years
- Social Security cards for all household members
- Valid Photo ID for all adult household members aged 18 and above
- Birth certificates for all household members
  
- Application fee of \$46.00 per each household member 18 years of age or older not to exceed \$138.00. Payment should be in the form of a cashier's check or money order only
- Proof of Residency in Santa Cruz County: current leasing agreement verifying residency, or Copy of utility bills (electric, water, gas); or Federal tax return; or Driver's License/CA ID; or Letters from Housing Authority of the County of Santa Cruz