



## What to Bring to your Application Appointment

Only applicants who bring all of the required documents can be seen for an application appointment. Please come prepared.

- If you have not completed your screening application online, bring the Application to Rent form with all boxes completed fully and accurately, and a \$38.50 application fee for each adult applicant (check or money order made payable to “Bellwether Housing”. No cash, debit or credit cards accepted).
- Government-issued picture ID for all adults (driver’s license, identification card, passport, etc.). Expired is acceptable.
- Know social security number(s) for all household members, including minors, if they have been issued. You do not need to bring the actual social security cards unless you are applying for a SHA or HUD unit.
- Signed Eligibility & Screening Criteria form.
- Proof of income for all income sources of all household members:
  - For employment, bring:
    - Most recent 6 paystubs, or offer letter if you have not received your first two paystubs yet.
    - The fax number or email to HR or Payroll for each employer (ask your employer for contact information for who processes employment verifications)
  - If self-employed, working a side job, or on contract & not receiving a W2: bring your most recent, signed tax return completed per IRS guidelines (all pages)
  - Social Security, TANF/ABD or other benefit or pension: bring benefit award letter(s), dated within the last 120 days (all pages)
  - Students: Financial aid award letter and tuition statement (all pages)
- Current balances and account numbers for all asset accounts (checking, savings, money markets, retirement accounts, Venmo, Paypal, crypto, etc.)
- If household assets are over \$50,000, they must be verified. Bring the following:
  - Fax, email, or other contact information for your financial institutions
  - Most recent statement for stocks, trust funds, IRA, retirement accounts, pension, etc
- If you received a tax refund in the last 12 months, note the dollar amount for your application
- Subsidy/rental assistance award letter or SHA voucher documentation, if applicable
- For Housing Connector participants: Housing Connector Verification Letter
- Contact Information for case manager(s), if applicable

If you need an interpreter to complete your application, please contact your leasing agent.



## What to Bring to your Application Appointment

### How to Expedite Your Application

- Applications are often delayed or denied due to unresponsive landlords and incomplete income and asset documentation. Contact your landlords from the last 12 months and your current employer(s) and request they complete verifications promptly. Bring all required documents to your initial application appointment.
- We may contact you for information needed to complete your application. Please respond promptly. We provide 72 hours to respond and provide requested information. If we do not hear from you, we will stop processing your application and the apartment will become available for new applications.

### Why all the Paperwork?

We want you to be part of the Bellwether community! We strive to offer options and support you through the application process.

Bellwether provides affordable housing. We keep our rents lower because we build and renovate our buildings with the help of federal and local housing money. Using this government money requires us to verify household information and ensure affordable apartments are rented to the people who need them most. So, all the application paperwork, in the end, is how you get the best deal.

Plus, because Bellwether buildings use public money, they are regularly inspected by our funding agencies. You can be assured that the condition of our buildings and maintenance issues are taken seriously.

Thank you for considering Bellwether. We look forward to serving you!