



Dear Applicant:

In order to fully process your application all applicants are required to submit the following information:

1. Income Verifications for all members of the household who receive income 18 years or older:
 - a) If you earn wages, provide the last Twelve (12) months' pay stubs
 - b) Or a completed Employer Verification Form for each household member over 18 please DO NOT take this form to the employer to fill out only fill out the top part
 - c) If you receive an income from Social Security, retirement benefit, ect., a copy of your most recent award letter.
 - d) If you receive income from any other source provide written statement from the source of income.
 - e) If anyone over 18 years of age is a member of the household and does not earn wages a Certification of Zero income must accompany the application to which this will be needed to be signed in front of a notary.
2. Provide copies of Photo ID's for any member of the household over 18 years of age.
3. Provide copies of Social Security Cards for all household members on the application.
3. Certain properties currently under Federal Monitoring do not allow tenant with a recent felony (a deferred sentence is considered a felony) or Meth Conviction.
4. All CDSA Properties are located in areas not eligible for sex offender tenancy.
5. Please be sure to fill out all information on the application any non-signed or non-completed applications will slow the process.
6. Complete all areas. If an item does not apply to you, mark "N/A" on the line. If you need to make a change, cross through the answer; make the change, and initial change.
7. **All Applicants/Co Applicants must sign the application. USE FULL NAME**

Note: Pets are not allowed.

Your application is being returned because:

_____ You did not complete all areas

_____ You did not sign the application

_____ You did not provide the required social security cards for all household members

Please return your application along with the information that was missing if you want to be considered for housing.