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**Re: Documents to provide when applying.**

Dear Future Resident,

Thank you for your interest in our Apartment Community. Below is a list of the documents that may be required when processing your application. Not all documents will apply, please provide the documents that apply to your household. Your case worker may have some of these documents already.

- Social Security cards for all household members regardless of age.
- Birth Certificates for all minors.
- Government photo ID (i.e. Driver's License, Passport, etc.) for all applicants 18 years or older.
- If employed: copies of the most recent 3 months of paystubs.
- If self-employed (including app based income such as Instacart, etc.)
  - Most recent tax return or proof of non-filing
  - Print out of the last 3 months of earnings
  - List of expenses for the last 3 months (only the expenses incurred for the income earned). For example, if you drive for Uber your expenses may include cell phone, gas, car maintenance or like expenses.
- SSA or SSI: please provide a current letter from Social Security that states your benefits.
  - If you have an overpayment that is being deducted, please provide a letter that states what the balance you still owe is.
- Unemployment: Please provide the most recent letter stating your benefits.
  - We will also ask you to sign a verification form that we will send to EDD.
- Financial Assistance: This is regular gifts of money or payment of your bills for you or any member of the household, from anyone who is outside of your household. Please provide the name and contact information for the person assisting you.
  - We will ask you to sign a verification form that we will ask the person to complete.
- Public Assistance: please provide a current letter stating your benefits.
- Child Support: please provide a current letter stating the amount you are entitled to.
  - This is not the letter stating how much you have been paid, this is a letter that states what you are entitled to.
- Other: For any other income received, please provide a current statement of the benefits. Such as payments from a retirement account other than Social Security or regular payments from an annuity, inheritance, or insurance payouts.

Sincerely,  
**THE JOHN STEWART COMPANY**  
**PROPERTY MANAGEMENT AGENT**