



# Hoplend Band of Pomo Indians

3000 Shanel Rd., Hopland, California 95449 Phone (707) 472-2100 Fax (707) 744-1506

## REQUIRED DOCUMENTATION CHECKLIST

The following is a list of the required documents you will need to submit to the HBPI Housing Committee at your scheduled interview. Failure to provide the required documentation at this time will not exclude you in the selection process, however it is in your best interest to do so in order to achieve the maximum points possible. Please note that **DOCUMENTATION SUBMITTED AFTER YOUR INTERVIEW WILL NOT BE ACCEPTED, NO EXCEPTIONS!** In addition, all household members 18 and over are required to be present during the housing interview.

### Proof of Income (all adult's 18 and over)

- Current check stub
- Current benefits statement (i.e. Workman's Comp, TANF)
- Current Notice of Action

### Proof of Employment

- Income Verification Form or
- Current Check/Pay Stub

### Proof of Full Time Student (Applicant)

- Enrollment in Institution of higher learning only post high school education

### Families with Minor Children

Custodial & Non-Custodial parents must show proof that children live in home at least 50% of the time

- Formal Custody arrangements
- Current Dated School Records or letter from School Administration that indicates current residence of child(ren) on letterhead
- Medical/Immunization records for non-school aged child(ren)

### Proof of Veteran Status

Must be an honorable discharge

- Discharge papers from the Armed Services, Veterans Administration and/or
- DD FORM 214

### Proof of Permanent Disability

- Social Security Benefits Statement or Award Letter

### Paying Rent in the Private Sector

- Rental Lease Agreement
- Current Rent Receipt

### Proof of Non-Traditional Shelter

- Current receipt for food purchase, utility bills, signed letter from leaseholder with current contact information and phone number

### Proof of Substandard Housing

Unit is dilapidated, does not provide safe and adequate shelter

- Independent Inspection
- Pictures

### Proof of Being Involuntarily Displaced

Applicants home has become Uninhabitable due to:

- Domestic Violence
- Natural Disaster and/or
- Notice to Vacate due to sale of unit

### Proof of Overcrowded Housing

- Rental lease with bedroom size listed with family composition
- Pictures

### Proof of Personal References

No Family Members accepted for references

- Provide two references from former/current employer or Landlord
- References must be signed and dated and include current contact information and phone number

I \_\_\_\_\_ certify that I am aware and understand that it is my responsibility to provide the above required information to the HBPI Housing Committee at the time of my scheduled interview in order to receive points for the interview.

#### For HBPI Housing Committee Use Only:

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Where all required documentation submitted per requirement? Yes \_\_\_\_\_ No \_\_\_\_\_

HBPI Staff Signature: \_\_\_\_\_ HBPI Housing Committee Signature: \_\_\_\_\_