



# Hopland Band of Pomo Indians

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

## TINY HOME REQUIRED DOCUMENTATION CHECKLIST

The following is a list of the required documents that **MUST BE SUBMITTED** with your housing application. Failure to include the documentation will not exclude you from the housing selection process, however it is in your best interest to do so in order to achieve the maximum points possible. **LATE DOCUMENT SUBMISSIONS WILL NOT BE ACCEPTED, NO EXCEPTIONS!**

### 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 stub

### Paying Rent in the Private Sector

- ☐ Rental Lease Agreement
- ☐ Current Rent Receipt

### Proof of Full Time Student (Applicant)

- ☐ Class schedule
- ☐ Financial Aid Award Letter

### Families with Minor Children

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

- ☐ Formal Custodial arrangements
- ☐ Current 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 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 Involuntary 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

### Personal References

No Family members accepted for reference. Must provide 2 letters of reference

- ☐ Former/current employer and/or landlord
- ☐ References must be signed and dated and include current contact information, including phone number

*For HBPI Housing Committee Use Only:*

*Revision Date 3/11/2025*

Applicant's Name: \_\_\_\_\_

Submission Date: \_\_\_\_\_

Where all required documentation submitted per requirement?

Yes

No

HBPI HC Signature: \_\_\_\_\_

HBPI Staff Signature: \_\_\_\_\_