



Housing Counseling Services, Inc.

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RENTER/LOCATE HOUSING CLIENT DOCUMENTATION CHECKLIST

IF YOU ARE LOOKING FOR AN APARTMENT, HOUSE OR ROOM TO RENT: HCS can assist you to learn about the rights and responsibilities of a tenant, determine what you can afford, apply for government assistance, learn about how to search for an apartment, or apply for a home sharing situation

In order to assist you in locating a home to rent, please bring the following documents to your appointment:

____ Proof of income (two most recent pay stubs for all adults)

____ Proof of non-employment income such as pension, Public Assistance, SSI, etc.

____ Most recent bank statements for all accounts

____ Verification of ownership of stocks, bonds, Certificates of Deposit, IRA, etc.

____ Most recent Federal and City/State tax returns and W2's for all adults.

____ Copies of all recent bills including credit cards, utilities, car loans, etc.

____ Copy of your credit report which is not more than sixty (60) days old. If you do not have a copy of your credit report (which you may obtain by contacting the credit bureau directly), HCS assist you in obtaining a copy the fees are as follows:

EXPERIAN OR TRANSUNION: [] 1 bureau: Individual \$5.29 OR [] Joint \$10.57
EQUIFAX [] 1 bureau: Individual \$5.92 OR [] Joint \$11.42

EXPERIAN/TRANSUNION [] 2 bureau: Individual \$9.51 OR [] Joint \$19.02
EXPERIAN/EQUIFAX [] 2 bureau: Individual \$10.15 OR [] Joint \$19.87
TRANSUNION/EQUIFAX [] 2 bureau: Individual \$10.15 OR [] Joint \$19.87

3 CREDIT BUREAU: [] Individual \$14.00 OR [] Joint \$25.88

Please provide payment with one of the following: credit card, debit card, check or money order. Your Housing Counselor will stamp our name (HCS) on the payable line for check/money order payments. CASH PAYMENTS ARE NOT ACCEPTED. Please complete spouse's information for joint credit reports only. THERE IS A BANK FEE OF \$6.00 FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS.

____ Lease for your present home

____ References from your present landlord if possible

____ Any other document which is pertaining to your personal situation

____ Your counselor may request additional documents once she/he meets with you

____ Copy of Valid Driver License, Non driver's ID card, Passport, or other official picture ID

____ Other documents