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: [ ] 1 bureau: Individual $5.81 OR [ ] Joint $11.62
TRANSUNION: [ ] 1 bureau: Individual $5.76 OR [ ] Joint $11.53
EQUIFAX: [ ] 1 bureau: Individual $6.58 OR [ ] Joint $12.74
EXPERIAN/TRANSUNION: [ ] 2 bureau: Individual $10.52 OR [ ] Joint $21.03
EXPERIAN/EQUIFAX: [ ] 2 bureau: Individual $11.34 OR [ ] Joint $22.25
TRANSUNION/EQUIFAX: [ ] 2 bureau: Individual $11.29 OR [ ] Joint $22.15
3 CREDIT BUREAU: [ ] Individual $15.71 OR [ ] Joint $29.29

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 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