



# 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:	[ ] 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
<u>3 CREDIT BUREAU:</u>	[ ] 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