

Canal Commons

CHECKLIST OF ITEMS TO BRING TO YOUR APPLICATION INTERVIEW

- All prospective household members 18 years and older must attend the interview.
 - To help us in processing your application as quickly as possible, please bring any of the following documents applicable to the household members listed on the application.
 - **Failure to provide documentation can cause significant delay in processing or rejection of your application.**
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- ✓ Valid photo I.D. for all household member(s) 18 years of age or older.
 - ✓ Birth certificates for all household members.
 - ✓ Social Security cards for all household members.
 - ✓ Recent benefit letters (ex. AFDC, Social Security/SSI/SSD/NYSSP, Disability, Unemployment, Worker's Compensation).
 - ✓ The 6 most recent wage stubs for all employed persons age 18 and older who live in the household.
 - ✓ Record of self-employment income (ex. Audited financial statements, recent tax return forms).
 - ✓ Pension or Insurance Award documents.
 - ✓ Bank statements: Checking Account and Savings Account – bring the most recent month statement.
 - ✓ Pay Service Accounts: Venmo, Cashapp, Paypal, etc. – bring the most recent month statement.
 - ✓ Direct Deposit Accounts: ATM Balance Inquiry Receipt with card.
 - ✓ Child Support Verification, Court Support Orders, Divorce Decree, etc.
 - ✓ Child Support Recent Payment Distribution Statements.
 - ✓ Account and Contact information on all other sources of Income and Assets.
 - ✓ Copy of most recently filed tax return (2023 or 2022), or IRS Verification of Non-Filing letter.
 - ✓ Prior Landlord addresses and/or contact information