

**BRING THIS COMPLETED PACKET  
AND FOLLOWING ITEMS  
24 HOURS PRIOR TO YOUR APPOINTMENT:**

**Completed packet includes:**

- All applicable documents listed on this page
- Rent Assistance Release & Household Info
- Certification of Terms and Conditions
- Wisconsin HMIS Release of Information
- Wisconsin HMIS Client Record (Adults & Children)

**Driver License** or **Photo ID** of all adults in the household.

**Social Security Card** or **tax information showing Social Security number** for everyone in your household.

**Income documentation** for past 30 days for everyone in the household. Be aware, staff may also need income information from the past 6-months.

Proof of **Unearned Income Sources:**

- Food Share benefit statement
- Section 8 (proof of inspection as well as award letter)
- Unemployment
- SSI
- SSDI
- Care Taker Supplement
- Child Support
- Veteran's Benefits
- Retirement / Pension / Social Security
- W2
- Any other income

**Lease** and **Rent Receipt** with your address, landlord's name, and phone number.

Most Recent **Utility Bill**

Copy of your most recent **tax return** for all adults in the household.

A **Bank Statement** that is recent or that is relevant to why you need rent help.

Any documentation relevant to your situation (car repair receipts, eviction notices, etc.)  
**Note that other documents may be requested at the time of the appointment as needed.**