



HOME Tenant Based Rental Assistance

Items Needed to Complete TBRA Application

Applicant's Name: _____ Date: _____

The following items are needed to complete your application for the TBRA program. Please make copies of the original documents checked below and send them to your TBRA processors as soon as possible.

1. Identification Documentation

- _____ Photo ID for all adult members that will be living in the household including Live-in Aid if applicable
- _____ Birth Certificates for all member of the household including all children
- _____ Declaration of Citizenship (HUD Section 214) if birth certificates are not available for all members
- _____ Copy of Social Security Cards for all members of the household including all children

2. Income Verification (needed for all adults planning to live I the household)

- _____ SSI or SSDI current Award Letter
- _____ Verification of Wages (pay stubs for the last two months)
- _____ TANF current Award Letter
- _____ Railroad or Blind Pension (pay stubs for the last two months)
- _____ Child Support (written agreement or divorce decree)

3. Banking Verification (needed for all adults planning to live in the household)

- _____ Checking Account Statements for all adults in the household for the past two months
- _____ Savings Account Statement for all adults in the household for the past two months

4. Asset Verification (needed for all adults that plan to live in the household)

- _____ 401(k) or other investment saving plan (last two months statements)
- _____ Retirement Accounts annual statement

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful, false statements of misrepresentation to any department or agency of the United States or to any matter within its jurisdiction.



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- _____ Pension Plans annual statements
- _____ Annuity Accounts annual statements
- _____ Real Estate Owned including vacant houses or vacant land (provide detailed information)
- _____ Pre-Paid Burial Plans and/or Burial Plots
- _____ List of all vehicles owned by adults living in the household, make, model, estimated value, loan amount, loan payments.
- _____ Any other Investments such as loan to others that are being repaid to you.

5. Live-In Aid Documentation

- _____ Letter from medical professional documenting the need for a live-in aid
- _____ Name of person or agency providing these services (provide full contact information)

6. Medical Expenses

_____ Provide documentation for all medical expenses that were not reimbursed by others. Include all prescription and non-prescription medications that are prescribed by your doctor that you take on a regular basis. Please have your pharmacy prepare a listing of all the medications that you have taken in the last year and the dollar amount of your co-pay or the total out-of-pocket expenses you were responsible for).

7. Child care expenses

_____ Provide an accounting of the monthly child care expenses that allow an adult family member to work or attend school. Please provide verification from the day care provider of the monthly amount cost for child care. This should not include any amount that is reimbursed by others.

8. Other Medical expenses

_____ Provide a list of any other medical expenses that you have to pay out-of-pocket, such as medical equipment or professional medical services, which are prescribed by a medical professional.

Please prepare the items check above and forward them to you DCA TBRA Housing Specialist.

DCA Housing Specialist

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