Section 8 Intake Check List

We want you to get your voucher right away!

Make sure you can check off any of the following items that apply to you:

Documentation

- Documentation of the legal identity for ALL members of the household. This may include:
  - Adults: Current valid driver’s license or Department of Motor Vehicles identification card; U.S. military discharge (DD 214); Current U.S. passport; Current employer identification card; Certificate of birth, naturalization papers
  - Children: Certificate of birth, naturalization papers; Adoption papers; Custody agreement; Health and Human Services ID; Certified school records

- Documentation of a valid Social Security Number (SSN). This may include:
  - An SSN card issued by the Social Security Administration (SSA);
  - An SSA-issued document, which contains the name and SSN of the individual;
  - An document issued by a federal, state, or local government agency, which contains the name and SSN of the individual

Assets

- Verification of assets (current statements for all accounts for all household members). This may include:
  - Checking or savings accounts
  - Trust funds
  - Retirement
  - Investments
  - Property, Etc.

Education

- Verification of enrollment status (full or part time) for all household members aged 18 or older. This must include:
  - Verification of current financial aid award amount (or proof that you are not receiving financial aid)
  - If you accepted Federal Work Study and are NOT receiving it, provide documentation from the school

Income

- Social Security Benefits: A current award letter(s) or SSA printouts for all members of the household receiving benefits

- Employment: A statement from your employer (on their letterhead) showing the start date of employment, hourly rate, and number of hours worked each week OR your three most recent check stubs.

- Other Sources of income (provide documentation showing who the income is from, how much, and how often). This may include:
  - Pensions
  - Child Support (If you receive Child Support, please provide a recent print out.)
  - Self-Employment
  - Alimony
  - Worker’s Compensation
  - Disability Payments
  - Monthly financial assistance from someone outside the household
  - Veteran Benefits
  - Government assistance (such as TANF)
  - Miscellaneous, etc.

Other

- If you have a live-in care provider, call (541) 682-2557 for further instructions.

Homes for Good does not assist with application fees or security deposits. Section 8 voucher holders are responsible for these expenses. To successfully use your voucher, start saving for these expenses now.