



*Serving Florence, Cheraw, Marlboro County, & McColl*

2640 W. Palmetto Street • Florence, SC 29501 • PO Box 969 • Florence, SC 29503

Office: (843) 669-4163 Ext: 3340 • TTY Only: (800) 877-8339

## APPLICATION INFORMATION SHEET

### HOUSEHOLD DOCUMENTS:

- YOU HAVE TO BE **"18"** OR OLDER TO APPLY FOR PUBLIC HOUSING.
- ALL ADULTS AGE **"18"** AND OLDER NEED A GOVERNMENT ISSUED PHOTO I.D. AND WOULD **NEED TO BE PRESENT DURING APPLICATION.**
- A SOCIAL SECURITY CARD IS NEEDED FOR ALL MEMBERS OF THE HOUSEHOLD. YOU MUST PRESENT THE ORIGINAL DOCUMENT. **A PHOTO COPY OF YOUR SOCIAL SECURITY CARD IS NOT ACCEPTABLE.**
- A BIRTH CERTIFICATE IS NEEDED FOR ALL MEMBERS OF THE HOUSEHOLD. YOU MUST PRESENT THE ORIGINAL DOCUMENT. **A PHOTO COPY OF YOUR BIRTH CERTIFICATE IS NOT ACCEPTABLE.**

### INCOME OR EARNINGS:

- **ALL DATED DOCUMENTS NEED TO BE WITHIN "30" DAYS.....**
- **PAYSTUBS** ARE NEEDED ACCORDING TO PAY: WEEKLY #6, BI-WEEKLY #4, & MONTHLY #2.
- **CHILD SUPPORT** PAPERS PRINTOUT **OR** WRITTEN STATEMENT (1 Year)
- ANY STATE FUNDING: DSS PRINTOUT; SNAP & TANF (MUST BRING TO PROVE "NO BENEFITS")
- WORKER'S COMPENSATION
- SOCIAL SECURITY INCOME (SSI) OR SOCIAL SECURITY DISABILITY INCOME (SSDI) **AWARD LETTER**
- UNEMPLOYMENT
- ALL OTHER INCOME OR CONTRIBUTIONS

### RESIDENT HISTORY FOR 3 YEARS (NO GAPS IN TIMEFRAME - YOUR HISTORY MUST BE CONSECUTIVE!):

- PLEASE PROVIDE YOUR CURRENT RESIDENCY; HEAD OF HOUSEHOLD ONLY!
- **ARE YOU A HCV RECIPIENT? \_\_\_ IS ANY PERSON CURRENTLY LIVING IN PUBLIC HOUSING? \_\_\_**
- PLEASE PROVIDE YOUR PREVIOUS RESIDENCY.
- PLEASE PROVIDE YOUR LANDLORD INFORMATION: NAME, ADDRESS, AND PHONE NUMBER.

### ASSETS:

- CHECKING ACCOUNT – 6 MONTH PRINTOUT IS NEEDED!
- SAVINGS ACCOUNT – **ONLY** THE MOST CURRENT PRINTOUT IS NEEDED!
- PROPERTY – A CURRENT TAX NOTICE, BILL OF SALE, AND OR A PRINTOUT FOR A BALANCE.

### ADDITIONAL ITEMS:

- WOMEN: DOCUMENTATION OF DUE DATE! (**ULTRASOUND IMAGING IS NOT ACCEPTABLE!**)
- SCHOOL SCHEDULE & FINANCIAL AID PAPERS (FULL TIME = 12.0 CREDIT HOURS OR MORE)
- VERIFICATION FROM SSA THAT YOUR DATE OF BIRTH CORRESPONDS WITH YOUR BIRTH CERTIFICATE.