



**ACO list of required documents
(Applicant must keep this form)**

Photo IDs

- 1) Your Photo ID
- 2) Photo ID for all household members 18 years or older. (Examples: State ID, Driver's license, passport, permanent resident cards, etc.)

Utility Bills

- 3) Your most recent and actual electric bill. (NOT a disconnect notice)
- 4) Your most recent and actual water bill. (NOT a disconnect notice)
- 5) Your most recent and actual gas bill. (NOT a disconnect)

Property Residency

- 6) Your lease or rental agreement must be completed and SIGNED by both you and your landlord or leasing office (all pages).
- 7) Your lease renewal or extension must be completed and SIGNED by both you and your landlord or leasing office. If the lease term specified in the rental agreement has expired, please request a signed lease renewal or extension from your landlord or leasing office (all pages).
- 8) Your most recent mortgage statement.
- 9) If your home is paid off, your most recent property tax statement or property deed.

Bank and Credit Card Statement

- 10) Your recent bank statement from your checking account, all pages. For household members aged 18 or older, please include their bank statement.
- 11) Your recent bank statement from your savings account, all pages. For household members aged 18 or older, please include their bank statement.
- 12) Your recent credit card statement, all pages. For household members aged 18 or older, please include their credit card statement.

Income

- 13) Earned Income-Paystub current and past paystubs or other supporting docs.
- 14) Self-employed- provide a 1099 form or profit/loss statement for the last 60 days
- 15) Unearned Income- Social Security, TANF, Unemployment, Medicaid, Child Support, Alimony, Retirement, Food Stamps, Section 8, etc.

Additional Documents

- 16) Student Enrollment form or Skyward for every child who is enrolled in school.
- 17) Birth certificate for every child who is not enrolled in school.
- 18) If homeschooled, please provide any supporting documentation.
- 19) Social Security cards for all household members.
- 20) Landlord or Leasing Office/Manager email address.



**Proof of financial hardship documents
(Applicant must complete form and return to intake)**

Proof of Income Reduction (Choose from the options listed below)

- Current and previous pay stubs showing reduced hours or wages
- Bank statements showing a decline in deposits
- Layoff or termination notice from employer
- Unemployment benefit statements
- None

Proof of Hardship Event (Choose from the options listed below)

- Medical documentation verifying the dates of any illness or treatment that prevented work or caused financial hardship
- Death certificate, obituary, hospital records, or official government death notice if a household member passed away
- Divorce decree
- Police report for domestic violence impacting safety, employment, or finances
- Documentation showing transportation issues, such as repair bills, towing receipts, missed work, or transit delays
- None

Self-Employed or Gig Income Proof (Choose from the options listed below)

- Bank statements showing a decline in deposits
- 1099 forms or profit/loss statements
- None

Once you gather all necessary documents, please call 972-727-9131 to schedule an appointment.

Note: Appointment times are only on Tuesdays 3-5pm.