

## HILLSBOROUGH COUNTY SOCIAL SERVICES DEPARTMENT

### RENT APPLICATION REQUIREMENTS

All requirements listed below **MUST** be provided to our office at the time of scheduled appointment. Additional documents may be required. Only complete packets will be accepted, which includes verification for **ALL MEMBERS OF THE HOUSEHOLD**. **Any incomplete application or documentation will not be accepted and will result in a forfeit of the appointment.**

#### VERIFICATION DOCUMENTS:

- Lease or Mortgage in customer's name**
- Identification (One (1) form for EACH member of household)**
  - Adults:**
    - Driver's license or State ID
    - Immigration verification (green card)
    - Military Photo ID
    - VA Identification card with DD214
    - Passport
    - Certificate of Naturalization
  - Minors: Exemption: If not available, no ID required for newborns within first 60 days**
    - Driver's License or State ID
    - Immigration verification (green card)
    - Birth certificate
    - Immunization records, with government seal or letterhead; passport
    - Certificate of Naturalization
- Social Security Number Verification (One (1) form for EACH member of household)** - documentation must include full name and full social security number:
  - Exemption: If not available, no SS required for newborns within first 60 days**
    - U.S. Social Security Administration (SS card)
    - Official **STAMPED** document from: Florida Department of Children and Families
    - U.S. Department of Veteran's Affairs
    - U.S. Internal Revenue Service
    - Official school documentation (i.e. transcripts)
- Two (2) separate verifications of Hillsborough County residency with physical address** - at least one verification must be at current physical address:
  - Driver's license or state ID
  - Current lease agreement
  - Mortgage Statement
  - Homestead Exemption Documentation
  - Verification of Home Ownership
  - Rent receipt listing: date, property address, landlord's name and contact information (excluding motel, hotel, or extended stay receipts)
  - Public utility (water, gas, electric) bill **NO Counter Bills**
  - Vehicle registration
  - Voter registration card
  - Verification of child school enrollment
  - Recent historical record of residence documented through a County department or other social service agency's case record
  - Canceled mail (envelope) from a federal, state, or county agency
  - Declaration of Domicile recorded **STAMPED** with the Clerk of the Circuit Court of Hillsborough County
- Verification of citizenship or residency status (One (1) form for EACH member of household):**
  - U.S. Passport
  - Consular Report of Birth Abroad (Form N600 or replacement N565)
  - Certificate of Naturalization (Form N-550 or N-570)
  - I-551 Permanent Resident "Green Card"; if the card does not have an expiration date, it must have I-551 on the back in the bottom right corner to be valid
  - I-94 Refugee Status granted indefinitely
  - I-94 Asylee Status granted indefinitely
  - I-94 stamped "Temporary I-551 Evidencing Permanent Residency"
- Income Guidelines** Gross income at or below **150% of Federal Poverty Guidelines**
  - Verification of income (Gross income for ALL household members for the past 30 days, from day of appointment:**
    - Employment pay statement
    - Award letters or print out for: SSA benefit
    - Unemployment
    - Temporary Assistance for Needy Families (TANF)
    - Affidavit of Support, Child Support, Alimony, Workman's Compensation, Pension/Retirement/Cost of living allowance
    - Strike Benefits from Union Funds
    - Foster Independent Living Programs payments
    - Annuity/Insurance
    - Education Assistance (allotted for living expenses)
    - Long term/Short Term Benefits
    - Rental income receipts or statements
    - Bank Statement (eBay, PayPal, and cash deposits only)
    - Crimes Compensation letter
    - Other income (**If applicable: Employment Verification form; Certificate of Relative/ Friend Financial Assistance form; Letter on letterhead from last employer with dates and gross wages**)
    - For non-verifiable income (Self-Employment: Odd jobs or paid in cash, Cash from a relative or friend, or No income): Self-Declaration form**
- Verification of Resources:** Current award letters with benefit amount for: Food Stamps; Section 8/HUD/THA

Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

## HILLSBOROUGH COUNTY SOCIAL SERVICES DEPARTMENT

### MISSING RENT APPLICATION REQUIREMENTS

On the day of your appointment, all required documents were not submitted and eligibility could not be determined. Please schedule a new appointment and return with all the requirements presented today as well as the missing documents listed below.

1. **Lease or Mortgage in customer's name.**

---

---

- 2. Identification (One (1) form for EACH member of household –**

Missing Verification list names:

---

---

- 3. Social Security Number Verification (One (1) form for EACH member of household)** documentation must include full name and full social security number:

**Exemption: If not available, no SS required for newborns within first 60 days.**

Missing Verification list names:

---

---

- 4. Two (2) separate verifications of Hillsborough County residency with physical address** at least one verification must be at current physical address:

1. Residency 1 \_\_\_\_\_

2. Residency 2 \_\_\_\_\_

- 5. Verification of citizenship or residency status (One (1) form for EACH member of household)**

Missing Verification list names:

---

---

- 6. Income Guidelines** Gross income at or below [150% of Federal Poverty Guidelines](#)

**Verification of income (Gross income for ALL household members for the [past 30 days](#), from day of appointment.**

---

---

- 7. Verification of Resources:** Current award letters with benefit amount for: Food Stamps; Section 8/HUD/THA

---

---