
ITEMS REQUIRED FOR INITIAL ADMISSIONS APPOINTMENT

****PLEASE READ BOTH PAGES TO KNOW WHAT IS NEEDED****

All documentation/forms must be completed and brought with you to your interview. If you do not have all the documentation/forms at the time of your appointment, you will be given one FINAL appointment to attend with all the required documentation/forms.

Who Must Attend this Appointment? – All Adult Family members (Age 18 years of age and older) must attend. If a family member is not in attendance, the appointment will stop and only one Second/Final Appointment will be allowed.

What Verification do I need to bring?

Family Composition Information:

- **Picture ID** for all adults 18 years of age and older
- **Birth Certificates** or proof of birth for all family members that will be living in the household
- **Social Security** Cards or print-out from Social Security with the number for all family members that will be living in the household
- **Proof of Custody** for children under the age of 18 that are living in your household. Must be from a court or state department of welfare. This includes temporary guardianship and legal foster care paperwork.

Income Information:

- **Income Verification for Job** – the most recent 45-60 days check stubs , completion of Income Verification Form or printout of Year-To-Date wages from Employer or The Work Number (PLEASE NOTE: MHA **does not** have access to The Work Number)
- **Self Employment Verification** – Past year's IRS Transcript (can be ordered online but takes 2 weeks to receive from www.IRS.gov website)
- **Social Security Benefits** – Copy of Award Letter or Print-Out from Social Security dated within 60 days
- **Veteran Benefits** – Print-Out from VA office showing amount dated within 60 days
- **TANF Benefits** – Current Print-Out from DFACS
- **Child Support** – Print-Out from Child Support Office or from website **showing payments or no case** on file <https://childsupport.georgia.gov> or if directly paid to you a Direct Child Support form is available at the front desk or the MHA website www.maconhousing.com
- **Contributions/Donations** – Form available at Front Desk or from website www.maconhousing.com
- **Alimony** – Divorce Decree stating amount paid along with proof showing on bank statement or from court

Other Information:

- **Separation Notice** – If you are no longer working, you will need a Separation Notice from Employer or Termination of Employment form available at the Front Desk or website www.maconhousing.com
- **Banking Information** – Checking Account Statement, Saving Account Statement, Certificate of Deposit (CD) Statement within last 60 days of your appointment. If account is closed since last Recertification, MHA will need a statement from the Bank showing the account is closed.
- **Prepaid/Deposit cards**- Print out from prepaid or deposit card of transaction history. (include all transactions for 30 days)

- **Life Insurance Policy** - if it has a cash value, verification from the insurance company showing amount
- **Student Status Verification** – if student is 18 years of age or older and full-time student in high school, college, university, vocational or trade school a transcript from the school stating that the student is in a full-time status or form available at Front Desk or website www.maconhousing.com

Expense Verifications:

- **Child Care Expenses** – only available for working Head of Households with children under age of 13. Form available at Front Desk or website www.maconhousing.com
- **Medical Expenses (Elderly/Disabled only)** – 12 month statement from Pharmacy showing amount of out-of-pocket payments, health insurance premium and Medicare statement showing premium deducted.

Zero Income Clients – will need to complete a Zero Income Questionnaire and provide IRS No Filing Status proof.