



# Terrapin Ridge Apartments

## Application Interview Documents

*Required for ALL Wait List Application Interviews*

**HOUSING REFERENCES:** Bring names, addresses, phone/fax numbers and email addresses for a minimum of your past three (3) years of housing.

**ORIGINAL SOCIAL SECURITY CARDS & CERTIFIED BIRTH CERTIFICATES OR PASSPORTS** for all household members. *Certified originals only. No copies, please.*

**DRIVER'S LICENSE OR GOVERNMENT ISSUED PHOTO ID** for all adult household members. **Vehicle Information** – make, model, year and license plate number(s).

**EMPLOYMENT INFO:** Name, address, phone and fax numbers for the employers of all household members that are currently employed. Also provide the 8 most recent and consecutive pay stubs for all who are employed. (Please note we require 8 pay stubs even if you are paid bi-weekly.) **If self-employed:** provide your last three years of Federal & State Income Tax Returns including Schedule C's (example: copy of 1040 completed, signed & submitted.) **If collecting unemployment:** provide your current monetary award statement and printout of payment history.

**SOCIAL SECURITY, SSDI, SSI, SSP, VETERANS BENEFITS, CASH ASSISTANCE, AND PENSIONS:** Award/benefit letters for each household member receiving benefits. DTA income statements can be used to verify SSP benefits. All letters must be current information. It is required that all verification documents be dated within 120 days of move-in.

**CHILD SUPPORT & ALIMONY:** All documents relating to child support or alimony that has been awarded to any member of the household. If you receive the full amount of your court-ordered child support, you must provide a copy of all pages of the court order. If you do not receive the full amount of your court-ordered child support or are receiving arrears payments in addition to your court-ordered child support, you must provide a print-out of a minimum 12 months of payments preceding your application effective date. *If you are unable to print out, please bring your DOR website login information in order to print out info from our office.*

**VOLUNTARY CHILD SUPPORT OR GIFT INCOME:** If you receive voluntary child support payments or if someone provides monetary assistance to you (provides you with money, pays a bill for you, or provides you with non-monetary items other than food), please bring the name, address and phone number of the source to your interview.

**ASSET & INVESTMENT ACCOUNTS:** Provide account information including full account numbers for any bank accounts, stocks, bonds, retirement accounts or investment accounts. *This information is required for current accounts held by all household members regardless of age.*

- For investment accounts such as 401K, stocks, bonds, retirement accounts: bring your last two quarterly statements.
- For bank accounts: bring a copy of your six (6) most recent checking account statements for each checking account and a copy of your most recent savings account statement for each savings account.
- For prepaid debit cards including Direct Express and DTA Cards for Cash Assistance: provide your actual card and most recent balance inquiry print-out to be copied in the office. In lieu of a balance inquiry statement, you may provide your most recent statement available online.

**EMERGENCY CONTACT INFO:** Name, address, and telephone number for all your household's emergency contact information.

### Terrapin Ridge Apartments

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