

# HOUSING AUTHORITY CITY OF DOUGLAS

## Application Information Request Form

The following information must be submitted at time of placing your application.

1. **Application Form** completed and returned.
2. **Birth Certificates** on all family members that will be living in the household (if no birth certificate available, shot records will be acceptable or passports).
3. **Social Security Cards** (or printout from Social Security office of number).
4. **Current Food Stamp Summary** (within three (3) months).
5. **Proof of Income**
  - Statement printed on letterhead or stamped with business stamp of date hired, wages per hour, paid weekly or bi-weekly, and number of hours working per week.
  - Print out of Social Security or SSI benefits.
  - History printout from child support. If no printout then must bring a notarized statement stating you do not receive child support.
  - Notarized statement from friends or family stating the dollar amount they will be helping you with per week or per month: must have copies of paid checks or money orders to support notarized statement.
  - TANF summary.
  - Copies of any other source of income.
6. **Expenses**
  - **Child Care Expenses**
    1. Statement on letterhead of amount paid per week or per month.
    2. Notarized statement from private individuals or family member stating the dollar amount paid per week or per month: must have copies of paid receipts, copies of checks or money order to support notarized statement.
  - **Medical Expenses (62 years and above)**
    1. 12-month print-out from local pharmacy
    2. Monthly health insurance expense verifications (copy of insurance policy)
7. **Marital Status**
  - Married bring marriage license.
  - Separated bring notarized statement stating your spouse's name and date you separated.
8. **Any Assets** such as stocks, bonds, property, homes, or mobile homes must be accounted for so bring verification of the value of the assets.
9. **Rental History:** Need notarized statement if you have never rented before.

Physical Address: 937 Thrash Circle, Douglas, GA 31533

Mailing Address: P.O. Box 1088, Douglas, GA 31534

Office Hours: Monday – Thursday 8:00 a.m. to 6:30 p.m.

Offices closed for lunch from 12 noon to 12:30

Toll Free from out of town 1-866-288-6159

For more information please contact the Douglas Housing Authority at 384–5812 ext. 1.

**(All applications must be submitted by appointment only!)**

**\*\* Due to time constraints no children will be allowed to accompany parent for scheduled appointment \*\***

**All adults 18 and older applying must be present.**

Revised 2/2/21