

**Healdsburg Glen Apartments  
1201 Grove Street, Healdsburg  
Application Preparation Checklist**

The following is a list of items potential applicants may need in order to apply for housing.

**Personal:**

- Original, Valid, Government-Issued, Picture ID (does not need to be US Government)
- Original Social Security Card for each household member (if applicable)
- ITIN (if applicable)
- Tax Returns for 2016 or IRS Verification of Non-Filing 4506-T
- Birth Certificates for minors
- Rental history for past 3 years, including address and landlord contact information
- School information for adult household members

**Income**

**ALL income will need to be documented and verified.** Common types of income and verification:

- Paystubs – 6 most recent and consecutive
- Social Security award letter
- SSI, VA, or military benefit letter
- Disability, Unemployment, Worker's Compensation or Public Assistance benefit letter and statement of benefits covering at least past 3 months
- Retirement, Pension, Trust, Annuity, Lottery, Whole Life Insurance benefit letter
- Child Support or Alimony court order & verification of amounts received
- Income from individuals as gifts, self-employment, or cash employment
- Unearned income from children, such as foster or adoption assistance
- Income from property

**Assets**

Common types of income and verification:

- Bank statements for 6 consecutive months
- Investments that generate income (Stocks, Bonds, CDs, Money Market Accounts, Mutual Funds, Trusts, etc.)
- Retirement savings that are accessible without needing to be repaid (IRA, Lump Sum Pension, Keogh Account, 401K, 403b, etc.)
- Real Property
- Any asset disposed of for less than Fair Market Value in the past 3 years, such as a house given to family or sold at a loss.

**Reasonable Accommodation or Modification**

These are needs of a disabled person to have equal access to and use of the property and apartment. Common examples include service animals, live-in aids, ground floor units, bathroom grab bars.

- Description of request
- Verification of disability
- Verification that the request is needed by the person because of their disability.

***\*This list is preliminary in nature and subject to change. Information will need to be current at time of application.***