

SHIP APPLICATION SUBMITTAL CHECKLIST

The following documents/information area required to be submitted along with each application.

1. Income Documentation

- _____ A. Verification of Employment (VOE) from employer(s) for all household members 18 and older.
- _____ B. A copy of the award letter for social security and/or SSI or a current print-out from the Social Security Administration, no matter the age of the recipient.
- _____ C. Child support documentation: a copy of the court order for support.
- _____ D. If ever divorced, a complete copy of the final decree.
- _____ E. If self-employed, a Self-Employed Affidavit with the previous years' signed tax return; audited or unaudited financial statement of business with a Self-Employed Affidavit; or a statement of net income from a bookkeeper or accountant.

2. A copy of the social security cards for each household member.

3. Asset Documentation

- _____ A. Most current six (6) months of checking account bank statements showing the balance* (or a Verification of Assets on Deposits *only if the bank is willing to give a six month checking account average*). *Only the pages showing the beginning/ending balance is necessary.
- _____ B. Most current bank statement for any savings accounts (including any accounts for minors).
- _____ C. Most current quarterly 401K statement or other type of retirement report.
- _____ D. Most current CD or Savings Bond documentation.

4. If purchasing an existing house:

- _____ A. A copy of the Contract for Sale and Purchase signed by both parties
- _____ B. If repairs are needed, proposals for work that needs to be done or receipts from work that has been done within the last 12 months.