

Required Documentation for Arlington County CAB Services

DOCUMENT OF CRISIS / EMERGENCY & WHY YOU ARE SEEKING ASSISTANCE

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| <input type="checkbox"/> Proof of Arlington Residency for all services (one of the following must be active for at least the last 90 days.): <ul style="list-style-type: none"> <input type="checkbox"/> Current lease in YOUR name <input type="checkbox"/> Notarized Shelter and Residence Expense verification letter from current landlord – Letter cannot be written by someone who is the recipient of a housing subsidy. <input type="checkbox"/> Arlington County shelter verification letter <input type="checkbox"/> Connection to either TOW or ASPAN for the last 90 days | <input type="checkbox"/> Picture ID (one of the following): <ul style="list-style-type: none"> <input type="checkbox"/> Current State ID <input type="checkbox"/> Passport <input type="checkbox"/> If you are a permanent resident: - Alien Registration Card <input type="checkbox"/> If you are a naturalized citizen: Passport or naturalization papers |
| <input type="checkbox"/> Proof of <u>ALL</u> earned income (from ALL members of your household): <ul style="list-style-type: none"> <input type="checkbox"/> All consecutive paystubs from the last 30 days <input type="checkbox"/> Employer letter if newly hired <input type="checkbox"/> If newly unemployed, provide employment termination letter (including date and final pay) | <input type="checkbox"/> Proof of any other income/money from <u>ALL</u> sources: <ul style="list-style-type: none"> <input type="checkbox"/> Social Security benefits <input type="checkbox"/> Unemployment benefits <input type="checkbox"/> Child Support <input type="checkbox"/> Other income/money source |
| <input type="checkbox"/> Current statements / account summaries for <u>ALL</u> open accounts: <ul style="list-style-type: none"> <input type="checkbox"/> Checking dated within the past 90 days (most recent statement must be included) <input type="checkbox"/> Savings dated within the past 90 days (most recent statement must be included) <input type="checkbox"/> Statements from any Electronic card where earnings or benefits are directly deposited | |

If requesting assistance with RENT or MORTGAGE

- ALL** required documentation listed above;
- Current Lease – active at least 90 days or Mortgage documents ; **AND**
- Current 5 day Notice/ Late Notice or Writ of Eviction (Must be notarized if from private landlord or not written on official letterhead.)

If requesting assistance with UTILITIES

- ALL** required documentation listed above; **AND**
- Current shut-off notice/disconnect notice with applicant’s name on it

If requesting assistance with a SECURITY DEPOSIT

- ALL** required documentation listed above;
- Letter from HCV (Section 8) worker;
- Current approval letter from new landlord; **AND**
- Eviction Notice, Notice to Vacate, or Notice of Lease termination from previous Arlington unit

If requesting EMERGENCY SHELTER

- Documentation of Arlington County Eviction within the last month