



DOCUMENTATION CHECKLIST

Relocatee(s) must present proof of residency of the vacated unit and address in order to be eligible for HPD shelter and relocation services. Below is a list of acceptable documents to establish identity and residency.

IDENTITY

To establish identity, all relocatee(s) over the age of 18 must present one of the following:

- Driver's License
- State ID
- Passport
- Other Photo ID

For School Aged Children

- Birth Certificate or letter from Pediatrician
- Letter from school listing address
- Proof of Legal Guardianship

For Pre-School Aged Children

- Birth Certificate or letter from Pediatrician
- Proof of Legal Guardianship

RESIDENCY

To establish proof of residency, Relocatee/Head of Household must present:

- Verifiable Current Lease
- Notarized letter from Property Owner of Record with verifiable contact information.

If Relocatee(s) cannot provide a lease or notarized letter from the owner, Relocatee(s) must instead present one (1) document from List A and two (2) documents from List B (**with address information printed on documents**) to establish residency.

LIST A	LIST B
<input type="checkbox"/> Residential Utility Bill (within 60 days of vacate order effective date or date of fire) <input type="checkbox"/> Documentation of letter on letterhead from a federal, state or local agency (within 60 days of vacate order effective date or date of fire) <input type="checkbox"/> Official payroll documentation from an employer such as a form submitted for tax withholding purposes; or payroll receipt. <input type="checkbox"/> Section 8 Voucher	<input type="checkbox"/> Cell Phone Bill (internet copy not accepted) <input type="checkbox"/> Credit Card Statement <input type="checkbox"/> Voter's Registration Card <input type="checkbox"/> Current Auto Insurance or Renter's Insurance (within 60 days of vacate order effective date or date of fire) <input type="checkbox"/> Bank Statement

**ALTERNATE FORMS OF DOCUMENTATION MUST BE REVIEWED
BY UNIT SUPERVISOR FOR ACCEPTABILITY**