

1 Form of identification

Bring **one** of the following documents to prove the identification of the applicant:

- Social security card
- Birth certificate
- TAFDC
- SSA/SSI
- Veteran's benefits
- Pension/ annuity
- US military ID
- MassHealth card
- Pay stub with social security number on it
- Copy of state issued ID
- Drivers License
- SNAP/Food stamp card
- Proof of Medicaid coverage

AND the social security and date of birth for everyone in the house who is 18 years or older.

2 Proof of Income

Bring proof of income for the past 30 days for everyone in your household who is 18 years or older. People 18 or older who are full time students must submit a letter for their school or college.

3 Utility Information

Bring the following information about your heating utilities:

- Most recent heating bill (oil, gas and electric)
- Copy of account number for oil, gas, and electric

FOR RENTERS

If **YOU** pay for heat, bring **ONE** of the following

- Copy of current lease agreement
- Current gas, electric, telephone, or cable bill
- Copy of recent Massachusetts income tax form

If heat is **included in rent**, bring a statement from the landlord stating, "heat is included in rent". Sometimes this is also included in the lease agreement.

FOR HOMEOWNERS

Bring a mortgage statement or a note stating why there is no mortgage.

If **you own your home**, bring a copy of your property taxes and homeowners insurance policies.

If **you own a condo**, bring a statement with the amount of condo fees.

If **you have tenants**, bring a statement from the tenants stating the rent amount and bring your property tax, property insurance, water and sewer bills, and the interest on your mortgage. (These are considered expenses and can be deducted from your income.)