**ALL household members 18 or older are considered adults and must**

**sign all forms as well as provide all the below required documents.**

[ ]  Application *(form provided)*

[ ]  Authorization of Release of Information Form

[ ]  SSN Waiver Form

[ ]  Zero Income Form *(if applicable)*

[ ]  Proof of Identity for each household member (may include Driver’s license, Birth certificates, or Passport)

[ ]  Divorce decree *(if applicable)*

[ ]  Letter of adoption *(if applicable)*

[ ]  Court-ordered letter of guardianship *(if applicable)*

[ ]  Last 2 months of paystubs

[ ]  Current Benefits letters/notices (Disability, Social Security) *(if applicable)*

[ ]  Child support Court Order, If no Court Order then affidavit is required

[ ]  Copies of bank statements (Checking accounts - 6 months; Savings accounts - 3 months) All accounts that have anyone in the household’s name on them.

[ ]  Latest Federal Tax Return

[ ]  Asset Verification *(IRA, 401K, Stocks, Bonds, Property)*

[ ]  Copy of homeowner’s insurance

If you are self-employed in addition to the items above;

[ ]  Last 2 years tax returns

[ ]  Schedule C for last 2 years and for current year up to date of application

**NOTICES:**

* Submitted Applications must contain all required documentation. Packages that are not complete will be moved behind those with complete packages.
* Application packets should be emailed to Housing Staff or may be dropped off at the Growth Management Office.
* Due to COVID we are not seeing customers at this time. There is a box located outside the growth management office labeled SHIP at the County Administrative Building in Shalimar.
* Awards are offered on a “First Qualified First Served” basis. If additional copies of forms are needed you may download from our website at <http://www.myokaloosa.com/gm/ship>