

IMPORTANT TIPS FOR COMPLETING AN APPLICATION

- Please verify you have all the items on the checklist before submitting the application. **You must have all documents that apply to every member of the application before the application can be accepted.**
- Birth Certificate needs to be a certified copy NOT a hospital issued birth certificate.
- Make sure to sign and date all areas in the application requiring a signature. You do not have to wait to sign anything.
- Make sure that you provide a background check for every city you have lived in over the last five years excluding Granite City and Madison City. If you have lived in a city that does not have a police department you will need to provide a County police report.
- If the city/county will not provide you with a copy of the police report you will need to provide the contact information for the city/county. This information must include the name of the individual you spoke with, phone number, phone number, and fax number of the city/county.
- If you are married but separated from your spouse you will need to provide a notarized affidavit to the Housing Authority stating how long you have been separated along with the current residency of the spouse. This statement can be written by a family member.
- If you have been married more than once, you will need ALL marriage licenses and divorce papers.
- Please fill out a Personal Declaration for each member of the application. All adult members of the household must sign the Personal Declaration for him/her. If the member is under the age of 18 the head of household will sign the declaration.