

APPLICATION PACKET CHECKLIST

Use this checklist to make sure your application is ready for processing when it's submitted to us.

1. Complete the application pages (ALL SECTIONS/QUESTIONS). The applicant (age 18 or older) must sign the application. If a Power of Attorney signs the application, this paperwork is needed.

SUBMIT IT WITH THE FOLLOWING:

2. Income documentation for ALL household members who are age 18 and older for the three previous months.
(Examples: last check stub received, Social Security benefit letter, Pension statement)
Income documentation provided may not be altered in any way. If no income, the Income Verification Affidavit included in this packet must be completed IN FULL and signed.
3. If renting, and one or both utilities are included in the monthly rent, the Landlord Affidavit must be completed by the Landlord. This form is available for download at <https://www.areaivagency.org/eap/>
4. Copies of CURRENT utility bills. If heating with gas, BOTH your gas and electric bills are required. Must include all pages! If your utility bill is in the name of someone not living in the household, you must complete a Utility Affidavit. This form is available for download at <https://www.areaivagency.org/eap/>

Gas Electric Bulk fuel statement