Getting Ready for My Housing Search

Before you start your search, take some time to gather needed information and documents. Use this checklist to make sure you have everything you need!

Needed Documents

- ☐ government issued photo ID
- ☐ birth certificate
- ☐ social security card
- ☐ verification of your income, such as paystubs, tax returns, or a letter from Social Security
- ☐ verification of disability if applicable, such as letter from Social Security or from a provider
- ☐ proof of out-of-pocket medical expenses, such as pharmacy receipts or print outs
- ☐ proof of previous tenancy, such as utility bills, copy of a lease, or bank statements

Income

Write down each source of income you have, how often you receive it, and the amount. This could include work pay, Social Security benefits, and any other regular funds you receive.

source: _____   how often: _____   amount: _____

source: _____   how often: _____   amount: _____

source: _____   how often: _____   amount: _____

source: _____   how often: _____   amount: _____

Medical Expenses

Write down any out-of-pocket medical expenses you have, how often you have them, and how much you pay. This could include things like medication, medical supplies, and appointments with providers that are not covered by insurance, as well as insurance premiums and co-pays.

expense: _____   how often: _____   amount: _____

expense: _____   how often: _____   amount: _____

expense: _____   how often: _____   amount: _____

expense: _____   how often: _____   amount: _____

Rental History

Write down your rental history over at least the past 5 years, with the most recent first.

address: _____

dates I lived there: _____

landlord's name: _____   contact information: _____

address: _____

dates I lived there: _____

landlord's name: _____   contact information: _____

address: _____

dates I lived there: _____

landlord's name: _____   contact information: _____

address: _____

dates I lived there: _____

landlord's name: _____   contact information: _____

Housing References

Make a list of people who can act as a reference on your housing application. This could include past landlords and property managers, a current and former employer or manager, clergy, and others who can speak to your reliability. Make sure to reach out to them before including them as a reference, to double-check their contact information and make sure they're okay with being used.

person's name: _____   contact information: _____

how I know them: _____   how long I have known them: _____

person's name: _____   contact information: _____

how I know them: _____   how long I have known them: _____

person's name: _____   contact information: _____

how I know them: _____   how long I have known them: _____

person's name: _____   contact information: _____

how I know them: _____   how long I have known them: _____