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**CHECKLIST OF REQUIRED ITEMS TO BRING TO OUR OFFICE for CASE EVALUATION**

**PICTURE IDENTIFICATION and SOCIAL SECURITY CARD**

**PROOF OF INCOME FOR THE LAST 7 MONTHS:** Include all paycheck stubs, statements from employers, statements regarding child support receipt, letters from Social Security, Pension statements, etc. for the last 7 months. Also list any income such as someone paying your living expenses or roommates paying part of your utilities. Also include records of any bonuses, commissions, or special payments you have received in the last 7 months. All sources of income (taxable or not) need to be included. You may need to ask your employer for a summary of income if you do not have pay stubs available.

**PROOF OF INCOME OF OTHER HOUSEHOLD MEMBERS** for the last 7 months as indicated above.

**INCOME TAX RETURNS and W2 FORMS for previous 2 YEARS if available.**

**IF YOU OWN PROPERTY**, either alone or jointly, bring the following:

**(1.) PROPERTY TAX STATEMENT**

**(2.) APPRAISAL if you have had your property appraised.**

**(3.) A copy of the DEED** you received when you bought the property (Warranty Deed or Quitclaim Deed from the prior owner) or TITLE CERTIFICATE to any MOBILE OR MODULAR HOME .

**(4.) All DEEDS OF TRUST** or MORTGAGES or CONTRACTS TO PURCHASE LAND.

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**(5) All PROMISSORY NOTES**

**(6) PROOF OF INSURANCE on property (policy declaration page)**

IF YOU RENT OR LEASE YOUR RESIDENCE or other property, including storage buildings or vehicles:

**Bring your LEASES.**

FOR **ALL MOTOR VEHICLES** owned or in your name:

**(1.) AUTO REGISTRATION**

**(2) TITLE CERTIFICATE, if you have one**

**(3) VEHICLE PURCHASE AGREEMENT OR VEHICLE LEASE if you are still paying & THE VEHICLE WAS PURCHASED IN THE LAST SIX MONTHS.**

**(4.) PROOF OF INSURANCE** if you have a loan on the vehicle or are leasing (**This is the Declarations page** showing that you have full coverage **not the card that goes in your glove box.**

**BANK STATEMENTS & FINANCIAL ACCOUNT**

**STATEMENTS FOR PAST 3 MONTHS** for your checking and savings bank or credit union accounts. Also include the closing statement from any accounts you have closed in the past year.

**All 401K, IRA OR RETIREMENT PLAN STATEMENTS.** Also include the closing statement from any accounts you have closed in the past year, and evidence of withdrawals for any withdrawals you have made in the past year.

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**DIVORCE JUDGMENT and CHILD SUPPORT ORDER** if you pay or receive support. If applicable you should be prepared to show if you are current on the payments, so if you have a support accounting or bill showing how much is due, bring that or other proof that you are current on your support obligations.

**COPIES OF ALL BILLS OR EVIDENCE OF DEBTS, INCLUDING CORRESPONDENCE ADDRESS, ACCOUNT NUMBER AND AMOUNT OWED.** (If available, bring statements for the last 6 months.) We need balances owed on ALL DEBTS, **including home mortgages and car loans.** The list must include all debts which you are responsible for, including debts you may want to continue paying (e.g. home and car payments), and debts you cosigned for someone else. For car and home loans, we need the pay-off balance as well as the monthly payment.

**If you are being sued in court** or have had a case pending, bring all **LAWSUIT PAPERS** so we can stop the proceedings and give you protection.

**CHECKBOOK REGISTER** showing living expenses for last 6 months (Light bill amount, telephone bill amount, groceries, etc.)

**OTHER**