

TOWN OF DERRY, NH REQUIRED VERIFICATIONS FOR GENERAL ASSISTANCE

RENTER

- Lease/Rental Agreement
- Demand for rent/eviction notice
- Disconnect notice for utility
- Renter's Insurance bill
- Derry Housing & NH Housing waiting list proof

OWNER

1. Mortgage Statement showing principal balance
2. Welfare Lien Waiver signed by all property owners
3. Disconnect notice for utility
4. Home Insurance bill

ALL APPLICANTS MUST RETURN WITH:

- Application signed by all household members over the age of 18
- Bank account statements – two most recent – for checking and savings
- Bank printouts showing all account activity since your last contact
- Birth certificates for all household members
- Child support order that you receive or pay
- Contact Sheet signed by all household members over the age of 18 not here with you
- Divorce decree
- Food Stamp benefit letter
- ID for all household members
- Income for the past 30 days in a row from all sources
- Direct Express printouts if you receive your Social Security benefits on a bank card
- Income Tax Return – most recent - all pages
- Marriage certificate
- Medical Insurance cards
- Pension Statements
- Retirement account or 401K Statements
- Social Security cards for all household members
- Vehicle registration(s) for regular automobiles registered at your address
- Vehicle registration(s) for motorcycles, boats, snowmobiles, ATV's and/or RV's registered at your address
- Verification of pending income from all sources (unemployment, new job, Social Security)

ALL PAGES OF HOUSEHOLD BILLS FOR:

- | | | |
|---|---|---|
| <input type="checkbox"/> Cable, Dish, Satellite | <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Heat (gas, propane, oil) |
| <input type="checkbox"/> Car insurance | <input type="checkbox"/> Credit Card Statements | <input type="checkbox"/> Home Phone |
| <input type="checkbox"/> Car payment | <input type="checkbox"/> Electric | <input type="checkbox"/> Internet |

BASIC NEED RECEIPTS:

- ☐ **New clients must provide from the date they signed the basic needs policy.**
- ☐ **Returning clients must provide receipts from the past 30 days to account for income.**

IF YOU ARE UNABLE TO WORK, AND ARE NOT RECEIVING DISABILITY, PROVIDE:

- ☐ Doctor's note regarding the ability or inability to work and at what capacity

IF A FAMILY MEMBER OR FRIEND IS HELPING YOU FINANCIALLY, PROVIDE:

- ☐ Family financial affidavit – must be notarized

Please return with your completed application and ALL verifications that apply to your household in order to receive an appointment time. Please note: the Town may require additional proofs depending on the interview discussion.