



If you have questions on your application, please call:
(561) 233-3655 or 233-3660

Housing and Community Development
Commission on Affordable Housing
160 North Australian Avenue, Suite 500
West Palm Beach, Florida 33406

**PALM BEACH COUNTY'S COMMISSION OF AFFORDABLE HOUSING
SPECIAL NEEDS / BARRIER-FREE PROGRAM CHECKLIST
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- SHIP Application (FULLY COMPLETE SECTIONS 1 - 6, 8 and 11-13)
- Signed and Notarized Affidavit
- Most Recent Homeowners Insurance Statement (with Policy Number and contact information)
- Signed Verification of Employment Form (VOE) for all working Household Members
- Signed Verification of Deposit Form (VOD) for all Household Members who have bank accounts
- Copy of Last Two Pay stubs for all Employed Household Members
- Income Tax Return for ALL HOUSEHOLD MEMBERS - Last Two (2) Years
- Self Employed applicants must provide a YTD Profit & Loss Statement**
Documentation of Other Household Income, including but not limited to
 - Child Support
 - Unemployment
 - SSI or SSDI
 - Rental
 - Other Recurring Contributions
- Copy of Most Recent Checking Account Statement
- Copy of Most Recent Monthly Statement for ALL Savings Account, 401K, IRA, Money Market, Stock, etc.
- Copy of Social Security Cards for ALL Household Members
- Copy of Birth Certificates / Letter of Guardianship for all MINOR Household Members **OR** a Notarized Affidavit Stating Guardianship (Staff can assist.)
- Copy of Employment Authorization and Proof of Residency
- Photo Identification (Driver's License, Passport, Other) for **ALL ADULT** Household Members (18 years of age and older); additionally each household member will be required to complete Residency Declaration