



Housing Authority of St. Louis County  
8865 Natural Bridge Rd  
St. Louis, Missouri 63121

### Section Eight Return Checklist for Walk-in Interview

Below are items needed for verification of your income and assets. You must bring all items, which apply to you and or your family. **Only letters will be accepted as verification and must be on original letterhead paper and NOT older than 30 days.**

1. Birth certificates for **ALL** family members.
2. A Social Security Card for **ALL** adults and minors in your household.
3. Letter from Social Security Stating amount received each month. (Can be obtained by calling 1-800-772-1213) or online at [www.ssa.gov](http://www.ssa.gov).
4. Letter from Veterans Administration stating amount received.
5. Letter from Division of Family Services stating amount of T.A.N.F /Food Stamps.
6. Letter stating amount of education grants, work-study, ect.
7. Statement of Unemployment benefits.
8. Letter from employer stating gross salary and /or commission, overtime worked during regular pay periods, rate per hour and hours per week worked, **AND LAST THREE (3) CHECK STUBS.**
9. IRS transcript for last year. It can be obtained by calling 1-800-908-9946 or request online at [irs.gov](http://irs.gov). If you did not file for the most recent year, a non-filing letter is required.
10. For Self-Employed family member or Head of Household, your income and expense records used to file with the IRS.
11. Letter from bank indicating the current amount of savings and checking accounts, bonds, certificates of deposit **AND CURRENT RATE OF INTEREST & LAST THREE (3) STATEMENTS.**
12. Letter from brokerage firm or mutual fund indicating the number of shares, current value of stocks and dividend per share. A copy of the stock may be brought in instead of letter.
13. Letter from pension fund stating amount received.
14. **NOTARIZED** letter from source of child support or child support print out.
15. **NOTARIZED** letter as to value of property to be sold and amount of mortgage to be retired.
16. **NOTARIZED** letter stating babysitter expenses or daycare letter on letterhead paid by you.
17. Copy of Divorce Decree or Marriage License.
18. Statement of medical insurance premiums paid by you.
19. Picture identification for you and all adult members in your household.
20. **NOTARIZED** letter if someone outside your household gives you money to assist you with your bills or household necessities.

**NOTE: Everyone 18 years of age or older living in your household MUST attend the meeting with you and supply verification from the list that applies to him or her.**