



# KNIGHT TOWNSHIP

Trustee's Office

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**Kathryn Martin—Trustee**

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**Applications are taken on a first-come-first-serve basis Monday through Friday between the hours of 8:00 am to 11:00 am and 1:00 pm to 3:00 pm.**

**You MUST have the following documents with you to process your application. NO EXCEPTIONS!**

- ) **All household members 18 and older are required to be present to sign the application and present a valid Picture I.D.**
- ) Social Security cards are required from ALL household members.
- ) Proof of net income for the past 30 days is required (i.e. wages, tips, unemployment, TANF/AFDC, SS, SSI, SSD, Pension/Retirement, child support, tax refunds, etc.) **If you are pending disability you must bring proof. If you are not employed, we will provide you with the paperwork to get (5) job referrals.**
- ) **If you have a dependent over one year of age**, you must have a child support printout indicating whether you DO or DO NOT receive child support. **If you have not filed for child support you must file in order to receive assistance from this office.**
- ) Current statement showing food stamp, Medicaid and TANF/AFDC amounts. **If you are not on food stamps you must bring proof that you have applied and are currently pending.**
- ) Copy of current Lease or mortgage statement
- ) Current rent receipt (if requesting rental assistance)
- ) If on Section 8 or any type of subsidized/reduced rent housing, you must have current paperwork.
- ) Copy of all CURRENT bank statements (savings, checking, etc.)
- ) If requesting utility assistance, you must have a copy of your current utility bill and it must be a disconnect notice.
- ) **Between February 15<sup>th</sup> and May 1<sup>st</sup> ONLY—A copy of your previous years Federal and State Tax Returns — these MUST be filed before assistance will be given.**

**In addition to the paperwork listed above, you will need the following forms based on the type of assistance requested:**

**Shelter/Rent assistance applicants:** We do not assist with rent if you are on Section 8 or receive subsidized/reduced rent housing. You must have been at your current address for at least 30 days before rental assistance can be given.

**Utility assistance applicants:** it must be a disconnect notice and the account must be in an adult household member's name.

**Note: We can only pay a portion of your rent or utilities and that amount will be determined at the time of your appointment. You will be required to pay the remaining balance before a voucher will be given.**

**Revised: 07/26/2017**