



KNIGHT TOWNSHIP

Trustee's Office

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Applications are taken on a first-come-first-serve basis between the hours of 8:30 am to 11:00 am and 1:30 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 15th and May 1st 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: 02/05/2016