

Santee Lynches Tenant Empowerment Program Advantage Applicant Checklist

Step 1 – Initial Application

- _____ 1. Completed S.T.E.P. A. Application Form
 - _____ Birth certificates
 - _____ Driver's license/State Identification Card
- _____ 2. Signed S.T.E.P. A. Agreement
- _____ 3. Annual Income Form
- _____ 4. Previous Year Tax Documentation
- _____ 5. Adjusted Income Calculation Worksheet
- _____ 6. Documentation of other benefits (SNAP, child support, etc)
- _____ 7. Education
- _____ 8. Rental Calculation Worksheet (part 1)
- _____ 9. Rental Assistance Coupon

Step 2 – Unit Approval

- _____ 1. Request for Unit Approval Form
- _____ 2. Draft Lease Addendum
- _____ 3. Rental Calculation Worksheet (part 2)
- _____ 4. Inspection Results

Step 3 – Contract

- _____ 1. Completed Lease with Addendum
- _____ 2. Rental Assistance Contract

Step 4 – FSS (Individual Training and Services Plan)

- _____ Initial Assessment
- _____ Monthly Assessment
- _____ Monthly Plan
- _____ School Verifications

Renewal

- _____ 1. Completed S.T.E.P. A. Renewal Application Form
- _____ 2. Signed S.T.E.P. A. Agreement
- _____ 3. Previous Year Tax Documentation
- _____ 4. Adjusted Income Calculation Worksheet
- _____ 5. Documentation of other benefits (SNAP, child support, etc)
- _____ 6. Education
- _____ 7. Request for Unit Approval Form
- _____ 8. Waiver of Inspection
- _____ 9. Rental Calculation Worksheet
- _____ 10. Completed Lease.
- _____ 11. Signed Lease Addendum
- _____ 12. Executed Rental Assistance Contract