



Credit Check Fee – due at next appointment
(cash, check or money order)
\$35.00 – Per Applicant



REQUIRED DOCUMENTS

(BRING ONLY IF CONTACTED TO FILL OUT AN APPLICATION)

You must have a copy of each of the following documents in order to apply. If you have a co-applicant, they must provide all of the same information about themselves. Originals cannot be accepted, **you must provide us with copies** that we can keep. Incomplete documentation will result in denial of application for lack of documentation.

- Social Security cards for all household members - **Social Security Admin. Office**
- Driver's License or Photo ID for all household members - **DMV**
- Rental Lease Agreement - **Rental Agreement Holder**
- All Divorce Decree's – **Courthouse of County of Record**
- Child Support - order giving you custody of children and amount of child support – **Courthouse of County of Record**
- Documentation of child support paid to applicant – **Courthouse of County of Record**
- Documentation of child support paid by applicant – **Courthouse of County of Record**
- Copies of your 6 most recent paycheck stubs or 1099 for all jobs held within the last twelve months – **HR Dept of Employer / IRS**
- Tax Returns for the past two years, complete with copies of W2's - **IRS**
- Monthly Bills - copies of the last three (electric bills, cable, phone bills, cell phone bills, rent, car insurance, car payments, dental bills, credit card bills, student loans, medical bills, health or life insurance, clothing store charge accounts, furniture store accounts, tuition, child support, alimony, gas card bills, any store bills, etc.) – **Account Holder**
- If you have been convicted of a felony you must provide a copy of the disposition, including probation information to include name, address, phone number of probation officer – **Courthouse of County of Record**
- If you have any debt because of a court decision against you, provide documentation of Disposition for Re-Payment – **Courthouse of County of Record**
- Any judgments filed against you for child support, alimony, hospital/medical or any other reason, provide documentation of disposition and payment amounts – **Courthouse of County of Record**
- Declared bankruptcy within the past 3 years provide documentation of disposition and payment amounts – **Courthouse of County of Record**
- Documentation of property foreclosed on in the past 7 years – **Courthouse of County of Record**
- Documentation of Public Assistance: Social Security, SSI, TAFT, Disability/worker's comp, food stamps, care giver support, Public Housing Assistance – **Social Security Admin. / Children & Family Services / HUD**
- Checking & Savings Accounts - statements for the last 3 months – **Banking Institutions**
- Legal property separation if separated only – **Courthouse of County of Record**
- Marriage certificate if married – **Courthouse of County of Record**
- Proof of citizenship (birth certificate or INS citizenship certificate, passport) for all household members - **Courthouse of County of Record / Vital Statistics Website**
- If you are resident alien you must provide a copy of your card as well as social security card which proves that you are allowed to work in this country, "Permanent Resident Alien" Card – **INS / Social Security Admin.**

Social Security Administration

111 Racetrack Road, NW
Fort Walton Beach, FL 32547
ph: 866.331.2194
www.ssa.gov
9:00 - 3:00 M,T,Th,F 9:00 – 12:00 W

Okaloosa County Tax Collector

73 Eglin Pkwy NE, Suite 111
Fort Walton Beach, FL 32547
ph: 850.651.7300
www.okaloosatax.com
8:30 - 5:00 M,W,Th,F/ 9:00 - 6:00 Tu

Fl. Department of Children and Families

151-A Eglin Pkwy NE
Fort Walton Beach, FL 32548
ph:1.866.762.2237
www.dcf.statefl.us
by appointment only

Okaloosa County Clerk of Courts

1940 Lewis Turner Blvd.
Fort Walton Beach, FL 32547
ph: 850.651.7200
www.clerkofcourts.cc
8:00 - 5:00 Mon. - Fri.

Fl. Department Motor Vehicle

73 Eglin Parkway, Suite 111
Fort Walton Beach, FL 32548
ph: 850.651.7300
www.dmvflorida.org
8:30 - 3:30 M, W, Th, F
8:30 – 5:00 Tu

HUD

27 Robinwood Dr.
Fort Walton Beach, FL 32547
ph: 850.243.3224
www.hud.gov
8:00 - 12:00 / 1:00 - 4:00 Mon. - Fri.

IRS

www.irs.gov
1.800.829.1040

Vital Statistics

www.vitalrec.com
www.cdc.gov/nchs/nvss.htm