

Attachment 2

**BALTIMORE HOUSING
1225 W. PRATT STREET
BALTIMORE, MD 21223**



Date: September 15, 2017

Jane Doe
18 W READ ST
APT 4
BALTIMORE, MD 21201-5671

MULBERRY AT PARK APTS
Transfer from Read St Apts
SECTION 8

DEAR Ms. Doe:

AN APPOINTMENT HAS BEEN MADE FOR YOU TO BE INTERVIEWED AT THE TIME SHOWN BELOW: **1225 W. PRATT STREET**

DAY: Thursday

DATE: September 21, 2017

TIME: 8:30am

PLEASE BRING THE FOLLOWING INFORMATION AND THIS LETTER, OR YOU WILL NOT BE INTERVIEWED. ANY FAMILY MEMBER AGE 18 OR OLDER AND LIVE-IN AIDE WHO WILL MOVE IN WITH YOU MUST COME IN OFFICE ALSO.

1. CURRENT PHOTO ID
2. ALL INCOME RECEIVED BY EACH MEMBER OF YOUR HOUSEHOLD
3. IF YOU DO NOT HAVE AN INCOME - MUST PROVIDE:
 - NOTARIZED STATEMENT
 - LETTER OF INELIGIBILITY FROM DSS TEMHA/TCA, UNEMPLOYMENT BENEFITS
4. SOCIAL SECURITY CARDS AND BIRTH CERTIFICATES OF ALL PERSONS IN THE HOUSEHOLD.
5. NAME, ADDRESS, TELEPHONE NUMBER OF CURRENT EMPLOYER (BRING WAGE FORM/EMPLOYMENT LETTER/PAY STUBS).
6. PENSION OR RETIREMENT BENEFITS (BRING CHECK STUBS OR LETTER).
7. SOCIAL SECURITY AND/OR SSI "AWARD LETTER"
8. VETERAN ADMINISTRATION (VA) "AWARD LETTER"
9. DEPARTMENT OF SOCIAL SERVICES "BUDGET LETTER"/TCA/TEMHA
10. CHILD SUPPORT LETTER
11. DAYCARE/CHILD CARE LETTER
12. BANK BOOK(S)/CREDIT UNION/DIRECT EXPRESS STATEMENT
13. PROOF OF DISABILITY
14. PHARMACY PRESCRIPTION COMPUTER PRINTOUT FROM LAST YEAR - NOW
15. PAID RECEIPTS DOCTOR BILLS/CO-PAY
16. INFORMATION ON ANY OTHER SOURCE OF INCOME
17. MARRIAGE CERTIFICATE/DIVORCE DECREE

COMPLETE THE ENCLOSED HOUSING FORMS AND BRING THEM TO THE INTERVIEW WITH YOU.

IF YOU CANNOT KEEP YOUR SCHEDULED APPOINTMENT, **PLEASE CALL MRS. MILLER-FORD (443) 984-2244 BETWEEN 1:00 PM – 4:00 PM WITHIN FIVE (5) DAYS TO SCHEDULE ANOTHER APPOINTMENT.** IF YOU DO NOT CONTACT THIS OFFICE YOUR APPLICATION WILL BE WITHDRAWN AND YOU HAVE TO REAPPLY. PLEASE MAKE ARRANGEMENTS FOR CHILDCARE (NO CHILDREN ALLOWED).

INCOME MUST BE DATED JULY/AUGUST/SEPTEMBER 2017