

## St. Joseph Township - Allen County

### Sarah Gnagy, Trustee

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Located at the corner of Maplecrest Road and St. Joe Center Road – 6033 Maplecrest Road.

**Please use this checklist to gather all required documents to be turned in with your completed application.**

	Bank printout (statement or activity summary) of all transactions for the past <b>60</b> days for <b>all</b> accounts.
	Proof of income for the past <b>60</b> days for <b>all</b> adults in the household. This includes check stubs, child support, benefits/loans/school loans, unemployment, tax refunds, stimulus checks, social security, disability, etc.
	Cash App printout for the past <b>30</b> days – screen shots may be sent.
	Photo ID for <b>all</b> adult members of the household. Social Security cards and Birth Certificates for everyone in the household.
	<b>All</b> members of the household over the age of <b>eighteen (18)</b> must fill out/sign township application.
	<u>Full</u> lease ( <b>all</b> pages) – FWHA paperwork, if applicable.
	Current Utility bills (electric, gas, water/sewage, Internet, cell phone, Cable/Dish TV). Please include <b>all</b> pages of the bill for Internet, Phone, and/or Cable/Dish TV bills.
	Federal and State Tax forms and W-2 forms.
	Food Stamps/TANF/Medicaid referral or written verification of benefits received (800-403-0864).
	Proof of Child Support payment or Verification that Child Support has been filed for each child.
	Car Registration(s).
	Brightpoint Energy Assistance verification.
	Verification as to why you were released from a job in the past <b>60</b> days.
	Letter(s) from anyone who lent/gave you money or paid expenses in your behalf in the past <b>30</b> days. Letter must have dates and amounts, plus full name, address, and phone number of the person(s) who helped.
	Receipts to show how income has been spent.

This is a general list of required documents. Please note that as the process continues, the township may require more information. You will be contacted accordingly.

Please note, if needed, our office can make free copies during our normal business hours. Documents can also be emailed to info@sjtwp.com.