

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 Activity Summary of all transactions for the past 60 days from date of application for all accounts (all pages), including all online bank accounts. We need to see the account numbers, name on the account, and name of the bank. You will need to go to your bank to request this if you cannot access it online.
	Proof of income for the past 60 days from date of application for all adults in the household. This includes check stubs, cash apps, child support, benefits/loans/school loans, unemployment, tax refunds, stimulus checks, social security, disability, tips, cash advances, money given/lent by others, etc.
	Any type of cash app (or peer-to-peer mobile payment apps) transaction history for all apps used the past 60 days from date of application for all adults – screen shots may be sent. This MUST include dates of transactions. Google for instructions on how to get this.
	Photo ID for all adult members of the household, 18 years of age or older. Social Security cards and Birth Certificates for everyone in the household.
	All members of the household 18 years of age or older must fill out/sign township application.
	<u>Full</u> lease (all pages) - Include FWHA paperwork, if applicable.
	Current Utility bills (electric, gas, water/sewage, Internet, cell phone, Cable/Dish TV). Please include all pages of the bill for Internet, Phone, and/or Cable/Dish TV bills.
	Federal and State Tax forms and W-2 forms for the most current year you filed.
	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 60 days from date of application.
	Letter(s) from anyone who lent/gave you money or paid expenses in your behalf in the past 30 days from date of application. 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 in the past 30 days from date of application.

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.