

SNOW BELT HOUSING COMPANY, INC.

7500 SOUTH STATE STREET
LOWVILLE, NY 13367



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FAX: (315) 376- 2518
NYS RELAY SERVICE NO. TTD (800) 662-1220

E-mail: information@snowbelt.org
Phone: 315-376-2639 EXT 6



HOMELESS PREVENTION PROGRAMS

SOLUTIONS TO END HOMELESSNESS PROGRAM & EMERGENCY SOLUTIONS GRANT

Required Documentation

WE WILL MAKE COPIES OF YOUR ORIGINAL DOCUMENTS.

1. **Photo I.D.** (Adults Only)
2. **Social Security Card** (Everyone in home)
3. **Birth Certificate** (Children living in the home)
4. **Proof of Income** (pay stubs, unemployment, SSI payments, disability payments, DSS, child support, worker's comp, pension, veterans, business income, copies of bank statements etc.).
5. **Copies of ANY and ALL DSS paperwork** (food stamp budget, temporary assistance budget)
6. **HUD Forms** (if receiving)
7. **Eviction Notice** *If applicable* (Must have landlord's name, address, phone number and signature, and total amount owed with breakdown of dates)

AFTER APARTMENT IS SELECTED

8. **Landlord Statement** (including signatures)
9. **Lease** (including signatures from tenants and landlord)
10. **W-9** (to be filled out by landlord)
11. **Signature(s) on Voucher Form** (Landlord AND tenant)

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law.

Complaints of discrimination may be filed by contacting:

U.S. Department of Housing and Urban Development (HUD)
Mail: 26 Federal Plaza, Room 3532, New York, New York 10278-0068
Call: 800 669 9777 (TTY: 800 927 9275)

OR

USDA, Director, Office of Civil Rights
Mail: 1400 Independence Ave S.W., Washington DC 20250 9410
Call: (800) 795 3272 (TDO: 202 720 6382)

Online: http://www.ascr.usda.gov/complaint_filing_cust.html

Email: program.intake@usda.gov

***If your application was rejected and you do not agree with the decision, you may send a written complaint to:
Snow Belt Housing Company, Inc. 7500 S State Street, Lowville, NY 13367 Attn: Executive Director***