



BR3T TBRA Required Documentation Checklist

Bring these items to your appointment or have them ready to upload via online form.

1. Identification & Household Composition

- **Photo ID:** Government-issued ID for all adults (18+) in the household.
- **Birth Certificates:** Required for **everyone** in the household.
 - *Note: For non-U.S. citizens, please provide **Alien Registration** documentation or proof of qualifying immigration status.*
- **Social Security Cards:** Required for **everyone** in the household.

2. Income Documentation (Last 60 Days)

Provide proof for every adult in the household:

- **Employment Paystubs:** All stubs from the last 60 days.
 - 9 stubs (Weekly) | 5 stubs (Bi-weekly) | 4 stubs (Semi-monthly) | 2 stubs (Monthly)
- **Benefit Award Letters:** Most recent official letters for:
 - Social Security (SSI or SSDI)
 - Veterans Affairs (VA) Benefits
 - Pensions or Retirement Benefits
 - TANF (Public Assistance)
 - Unemployment or Worker's Compensation
- **Child Support/Alimony:** Court orders or 60-day payment history.
- **Self-Employment/Other:** Documentation of commissions, rental income, or regular cash gifts from friends/family.
- **Zero Income:** Any adult with \$0 income must sign a **Zero Income Certification Form**.

3. Bank & Monetary Statements

- **Checking Accounts:** The most recent **6 months** of full statements for **all** accounts.
 - *Must include digital accounts like **CashApp, Venmo, Chime, etc.***
- **Savings Accounts:** The most recent full statement for all savings accounts.
- **Investment Assets:** Most recent statements for stocks, bonds, or retirement funds.

4. Housing Information

- **Current Lease:** A full copy of your current signed rental agreement (if applicable).
- **Utility Bills:** A recent copy of a utility bill to verify your current Hays County address.

5. Priority Documentation: If you are applying under a priority status (Homeless, Disabled, VAWA protected, Living with HIV-AIDS, Transitioning from Foster Care, Nursing Homes, or Incarceration), please provide the relevant award letter, certification, transition letter, or letter from a medical provider.