



ARTSPACE EL PASO LOFTS / 601 N. Oregon Street, El Paso, TX, 79901
LEASING INFORMATION: ARTSPACE@UAHMGT.COM // ARTSPACE.ORG/ELPASO

As applicable to everyone in your household, please bring the following information to your interview to expedite the process.

(For your convenience, photocopies of original documents will be made at our office.)

1. The name, address, and phone/fax number for all verifying parties/providers for any of the relevant information below.

2. **All income sources for the entire household: (*The below is not an all-inclusive list.*)**
 - W-2 forms/Tax Return for the most current year
 - 6 consecutive pay stubs from employer showing year-to-date income. Include a payroll statement regarding date of hire.
 - Self-employment: Schedule C from Tax Return or Accountant statement, etc.
 - Benefit/award letter from Unemployment, Social Security Administration, Veteran's Department, TANF/Welfare, Child Support, Alimony, other pensions, etc. Information regarding family support/cash gifts, etc.
 - For adult students: name of school, class schedule, information regarding tuition and financial aid.
 - Proof of custody for dependent children due to divorce, etc. (Divorce Decree)
 - Attorney General print out for child support verification.

3. **All asset sources for the entire household (ALL accounts) from banks, credit unions, etc.:**
 - Checking: Six (6) current and consecutive account statements.
 - Savings: One (1) most current account statement for each account.
 - Real estate (home, mobile home, land, etc.): information about current market value, loan balances, property tax statements, joint ownership, rental income, etc.
 - Stocks, bonds, investments, etc.: current account statements
 - Any information regarding any type of interest income not mentioned above.
 - WHOLE or TERM life insurance policies: pages showing date of purchase, name of insurer, and escrow pages (showing cash value), etc.

4. **Personal information needed for all household members:**
 - Proof of Birth and Social Security number.
 - Alien registration cards if applicable to prove Citizenship eligibility
 - Picture I/D for ALL adult members
 - Proof of custody for dependent children due to divorce, etc.

Documents not listed above may be requested to determine eligibility.