Kitsap County Department of Human Services
Housing & Homelessness Division
345 6th St., Suite 400
Bremerton, WA 98337

KC KITSAP COMMUNITY
RESOURCES
Creating Hope | Restoring Lives

KEPA Pre-application Checklist

BEFORE YOU BEGIN THE PRE-APPLICATION, TAKE SOME TIME TO GATHER THE INFORMATION YOU WILL NEED. IF YOU DON'T HAVE SOME OF THESE DOCUMENTS, THAT'S OK! DO WHAT YOU CAN – YOU SHOULD STILL APPLY!

- ☐ All of the tenant's contact information
- ☐ All of the landlord's contact information
- ☐ A list of who lives in your home, including:
  - ○ First & last name
  - ○ Age
  - ○ Date of birth
  - ○ Gender identity
  - ○ Race
  - ○ Whether or not they are Hispanic
  - ○ Their relationship with you
  - ○ Their current monthly income
  - ○ If anyone is unemployed, the dates they have been unemployed

Housing Information

- ☐ The amount of rent you are supposed to pay each month
- ☐ # of bedrooms in your housing
- ☐ Whether or not your housing is subsidized
- ☐ The amount of rent you currently owe your landlord
- ☐ The months for which you have not paid your rent

Utilities Information

- ☐ If you are asking for help with utilities, a list of which utilities & how much you owe them each

Documents

- ☐ Copy of your lease, if you are asking for rental assistance
- ☐ Copy of proof of income (such as a W-2, last month's pay stubs, or tax form)
- ☐ Copies of utility bills, if you are asking for utilities assistance

Questions? Visit kcowa.us/kepa online

Or call (360) 473-2035