

CHAMP Supplemental Application - Verification Document Checklist

When your application nears the top of a Local Housing Authority (LHA) waitlist, they will send you a request for additional information and documentation. Once you receive this request, you will have ten business (10) days to respond with the following:

- A completed CHAMP Supplemental Application (see documents section of the DHCD website). If you applied using the online CHAMP application you may complete this form by logging into your account: <https://www.mass.gov/applyforpublichousing>
- Documents verifying the income and assets you listed in the CHAMP Supplemental Application (Examples include: paystubs from the past eight weeks, evidence of self-employment, benefit award letters, unemployment insurance, child support, alimony, bank statements, IRAs, 401Ks, stocks, real estate, etc.)
- Medical expense statements if these costs are greater than 3% of your net household income. (Examples include: benefit statements from Medicaid or Medicare, insurance premium letters, receipts for out of pocket expenses for visits to the doctor, prescriptions, etc.)
- Documents related to any tax exclusions your household may be eligible to receive (for example, child care expenses, or homecare expenses for a household member so that another member can work)
- A signed Release of Information form (provided by the Local Housing Authority)
- Copies of birth certificates or photo identification for all household members listed in the CHAMP application. (This information is used to confirm unit size and determine elderly housing eligibility)
- A completed Handicapped Status form signed by a physician. (For those who have applied for handicapped housing)

Note: This list does not include all of the potential documentation that could be requested by a Local Housing Authority as these requests vary by application. Any information you provide in your application will be checked by the Local Housing Authority and verified for accuracy.