



## Energy Assistance Program Application Checklist

Please use the checklist below to ensure all required documentation has been submitted. Not submitting all required documentation will result in a delay in processing your application. (COPIES of documents are required. Our offices are NOT able to make copies for mail in applications).

You may submit your application via mail, fax (574-236-4891), or email to [eapapps@realservices.org](mailto:eapapps@realservices.org).

You may also submit an application online at the link listed on the REAL Services EAP page

**You MUST use the current program year's forms, NOT previous year's forms. If old forms are submitted, EAP will not be able to process your application!**

- ☐ Complete the application listing all household members.
- ☐ Sign the application – applications cannot be processed without your signature!
- ☐ A photo ID for the person signing the application.
- ☐ Social Security Cards for each household member. REAL ID or passport can be provided in lieu of Social Security cards.
- ☐ Income documentation for the past 3 months prior to the date of application for each adult age 18 and over. (see list for income documentation)
- ☐ Anyone claiming zero income must complete an Income Verification Affidavit for the past 3 months with **explanations how expenses were met. (Must be completed for each adult household member, please make copies for additional adults in household). Please do NOT enter NA or 0; you must provide an explanation how expenses were met. Please use this year's form!**
- ☐ If 18 or older and in High School or College, documentation such as class schedule or current report card is required.
- ☐ If pregnant, documentation from your physician is required (to count unborn child as household member).
- ☐ **Renters:** A Lease or Landlord Affidavit is required for those who rent and who have one or both utilities included in their rent. Your Landlord must complete this form. **Please use this year's form!**
- ☐ Copy of your most recent electric utility bill.
- ☐ Copy of your most recent heating bill.