



5844 S. Curtice Street  
Littleton, CO 80120  
Phone #: (303) 347-9755 Fax #: (303) 347-3064

Enclosed with your application are several Verification Forms for various sources of income and various assets. These forms must be completed by a third party.

**Third Party Verification Forms:**

1. Complete the name and address for the institution on the applicable sheets if not already filled in.
2. Do not include financial amounts or interest rates.
3. Fill in the name of the recipient and include the social security number.
4. Sign the authorization release at the top of each asset verification form. Please have the applicant sign rather than a POA or other responsible party. For example, for Social Security authorization, it is mandatory that the applicant signs the release authorization.

These forms must be completed by a third party. Please **DO NOT FILL IN THE AMOUNTS** of income or assets on any of these sheets.

Return the Verification Forms directly to the Libby Bortz Center. When returning the application and verification, please include copies of the following items:

1. Bank Statements, showing deposits, withdrawals and final balance. **FOR CHECKING ACCOUNTS-PROVIDE THE MOST RECENT 6 MONTHS OF STATEMENTS, FOR SAVINGS ACCOUNTS AND CERTIFICATES OF DEPOSIT-PROVIDE THE MOST RECENT STATEMENT.**
2. Social Security Benefit letter (most recent).
3. Broker statements for stocks, bonds, and mutual funds showing the address of the institution-**PROVIDE THE MOST RECENT STATEMENT.**
4. Property tax statements for any property owned by the applicant
5. Any document proving asset value for any other asset.
6. For income sources such as rent, loan payments or alimony, a copy of the lease or promissory note.

If you should have any questions please feel free to contact me.

Sincerely,

Sarah Leon  
Executive Director

