**Roanoke Area Ministries (RAM House)**

**824 Campbell Ave SW Roanoke, VA 24016**

**Hours: 9 – 11am Monday and Tuesday**

**Phone: 540-982-1732**

**\*\*\*\*PLEASE READ\*\*\*\*\***

**RAM REQUIRES THE FOLLOWING DOCUMENTS TO PROCESS APPLICATION**

* PICTURE ID FOR EVERYONE 18 OR OLDER ON THE LEASE / IN THE HOUSEHOLD (If a person is no longer in the household, we will need an updated lease or be able to explain why they are still listed)
* SOCIAL SECURITY CARDS, BIRTH CERTIFICATES OR W-2 FOR ALL MEMBERS IN THE HOUSEHOLD
* VERIFICATION OF ALL INCOME (SSI / SSD benefit letters, paystubs, unemployment, STD etc)
* PROOF OF EXPENSES / UTILITY BILLS (Printed bill for each expense listed on application – water, gas, electricity, car insurance, car payment etc.)
* COPY OF LEASE OR MORTGAGE

**UTILITY ASSISTANCE – MUST BE A TERMINATION NOTICE**

**RENT ASSISTANCE – MUST HAVE 5 OR 14 DAY PAY OR QUIT, EVICTION NOTICE OR COURT DOCUMENTS**

**\*\*\*\* ASSISTANCE ONCE PER YEAR \*\*\*\***