

Necessary Items for 1 on 1 counseling appointments

1. A completed **Intake Packet** (you can fill out online or print it and send it in once you know who you will be seeing.)
2. Valid state photo ID
3. Lease/Landlord contact information
4. Most recent bank statement
5. Proof of income (4 paystubs) /Award letter(s)
6. Knowledge of monthly bills/expenses
7. If needing Default / Foreclosure counseling, **ALL** correspondence from your lender

Please remember:

- **We cannot schedule appointments for Financial Assistance, you will need to go through the Housing Crisis Hotline**
 - Once you have completed the intake packet and have all other documents together, call 757-875-0060, to schedule an appointment.
 - Please be sure to tell the admin what type of counseling you need.