



**Laurel Advocacy and Referral
Services, Inc.**

311 Laurel Avenue
Laurel, Maryland 20707
(301) 776-0442

IMPORTANT DOCUMENTS

Hello: At the time of your first request for assistance, LARS is required to obtain various documents in order to initiate a case record and process your request. The following items are required in order to proceed with services:

- ✓ **Proof of Laurel Residence** (Qualifying zip codes: 20707, 20708, 20723, 20724)
- ✓ **Lease/Mortgage verification** (must be current)
- ✓ **Photo ID** for all adult household members
- ✓ **Social Security card** for all household members
- ✓ **Birth certificates for all children** in the home
- ✓ **Proof of income:** Paystubs for last 30 days (all working adults) or proof of any additional income: SSI, SSDI, Child Support, Retirement, etc.
- ✓ **Demonstration of need** (For example: BGE cut off notice/late notice, Eviction notice, updated account ledger from landlord, etc.)
- ✓ **All monthly household bills** when applying for financial assistance (Including: BGE, cable, cellphone, car insurance, car note, credit cards, loans, etc.).
- ✓ **Bank Statements** (last 3 months) Required for financial assistance requests only
- ✓ **Any additional documents** requested by staff