

Victoria L. Grace, Esquire
DOCUMENT CHECKLIST

Document	Date Requested	Date Received
Birth Certificate/baptismal certificate/passport		
Proof of citizenship: by declaration or passport/birth certificate		
Marriage Certificate/Divorce Papers		
Social Security card		
Income: pension stubs/award letters/SSI Showing deductions		
Life insurance values: Documented values: face/cash/ Dividends/dividend accumulations/ Loans against policy		
Health insurance: copy front and back Premium statements Proof of payment Deducted from pension payment: stub Most recent bill & proof of payment		
Medical expenses: all nursing home bills paid any unreimbursed medical expenses any expenses > \$1000 out of pocket		
Real property: Deed Property tax bill & proof of payment Any change of title w/n 36 months		
Prepaid burial arrangements: Copy of contract, trust agreement, and proof of payment Burial Lot/Plot: Deed		
Spousal information (if applicable) Income (pension stubs, etc) Shelter Expenses (mortgage, gas/ electric bills, water bill, property tax bill & proof of payment, homeowner's insurance & proof of payment, ground rent paid, monthly rent & lease)		
Assets owned in last 36 months Bank Accounts (36 statements) Stock Certificates Jewelry, etc. Disposition of all assets not titled in applicant's name Where funds/property went		