



**City of Waltham, MA  
Veterans' Services**

119 School Street

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## **Chapter 115 Applicants**

**We need the following documentation in order to process your application:**

- Discharge Papers / DD214
- Proof of Residency – One of the following: Lease Agreement, Rent Receipt, Proof of Mortgage Payment, a Letter from Shelter/Family member
- Marriage Certificate
- Death Certificate (if widow/widower of a Veteran)
- Birth Certificates of dependents
- Bank Statements: Last 3 Statements
- Income verification for veteran and spouse (Work earnings, SS, SSI/SSDI, Pensions/Annuities, VA Disability)
- Home owners will need to submit mortgage statements, a tax bill, home owner's insurance policy, and a water & sewer bill
- Proof of health insurance (all applicants and dependents)
- Agreement to reimburse
- Release of Information
- Massachusetts DOR/Child Support

**Employable Veterans Only (Including spouse of unemployed veterans):**

- Letter from unemployment stating you are not receiving benefits
- Completed Employment Plan
- Previous paystubs, submitted biweekly