



# Baytown Housing Authority

*"Building Communities One Family At a Time"*

## DOCUMENTATION REQUEST

Date: \_\_\_\_\_

Caseworker: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I would like to request the following information from my file:

\_\_\_\_\_ Birth Certificate for: \_\_\_\_\_

\_\_\_\_\_ Social Security Card for: \_\_\_\_\_

\_\_\_\_\_ Award Letter for: \_\_\_\_\_

\_\_\_\_\_ Copy of Lease

\_\_\_\_\_ Other (please specify): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* Notice \*\*\***

**Copies are .25 cents per page  
and require a 24 hour notice before pick-up.**