

DOCUMENT LIST FOR DCF APPOINTMENT

RESIDENT:

_____ Social Security Benefit Letter
Letter details gross income, deductions and net income. (May be obtained by calling
(800) 772-1213)

_____ Other income letters (e.g., pension, veterans benefits, property rental. Call the source of
the income and obtain letter with details of gross income, deductions and net income.

_____ The last three (3) bank statements. Include all accounts in which the resident and/or
spouse appear solely or jointly.

_____ Identification: Driver's license, social security card, birth certificate. Note: You must
provide proof of birth date.

_____ Proof of any health insurance, including Medicare and Humana.

_____ Copy of pre-paid burial and/or funeral arrangements. Note: If the policies are not
irrevocable they will be counted as an asset. Arrangements may need to be made with
the company that issued policy to have the irrevocable statement added to the contract.

_____ Copies of all life insurance policies. A letter must be requested from each insurance
company stating the cash value and face value of the policies.

_____ Title of all vehicles owned.

_____ Proof of property owned (personal, mobile, lot, business). Provide any of the following:
deed, mobile home registration, tax assessment.

_____ ** If the property is for sale, you will need two (2) appraisals stating the fair market value.
This may be obtained from the real estate company.

COMMUNITY SPOUSE:

_____ Provide all documents listed above that apply to the community spouse.

_____ Proof of shelter costs for past three months: mortgage payment, utility bills (power, water,
telephone, garbage), insurance premiums, medical expenses.

If you are having difficulty obtaining any of the items listed, contact the Life Care Center of Altamonte Springs Business Office immediately at (407) 831-3446. We are here to assist you with your application process.