

INCOME & ASSET DOCUMENTATION LIST

Dear Applicant(s): _____

Date: _____

In accordance with Housing Credit Program Sec. 42 guidelines of the Internal Revenue Code requires you to verify your income, assets, and family composition to establish your eligibility for residency. **It is required that documents pertaining to your household must be brought to the interview:** If you FAIL to submit the applicable documentation at your interview, we will not be able to proceed with the eligibility process.

You have been scheduled to interview with _____		
INTERVIEW DATE: _____	TIME: _____	
MEETING PLACE: _____		
Office #: _____	Fax #: _____	Email: _____

PLEASE READ THE ENTIRE LIST. RETURN THIS DOCUMENT AT YOUR INTERVIEW OR YOU CAN MAIL/FAX/EMAIL IT BACK TO THE PROPERTY WITH YOUR SELECTION ON PAGE 2.

INCOME SOURCES	SOURCE OF ASSETS
<p>FAMILY COMPOSITION: Birth Certificates, social security cards for each household member, and photo ID for each member 18 years of age and older.</p> <p>It is required that all household members over the age of 18 must attend the interview for eligibility.</p> <p>IRS Tax documents with W-2; Each adult household member will be asked to sign the IRS 4506T form.</p> <p>Legal Separation, Divorce Documents, Survivorship benefits</p> <p>Veterans status – DD 214 document</p>	<p>ASSETS are items of value that may be turned into cash. You will be required to provide type of accounts with account numbers, name of the financial institution for each account along with the address, telephone & fax number. You must also provide a copy of the most recent financial statement for each account/asset listed on your application/affidavit.</p> <p>These documents are needed for every account listed for each household member on the application.</p>
<p>EMPLOYMENT: All household members who have a job. Include employment income for the last 12 months. Include income from wages, tips, commission and bonuses from all employers. Provide 6 consecutive paystubs, W-2 and IRS Tax Return. For each household member who was and is currently employed must provide Employer’s name, address, telephone number, fax number and company email address. Each employed member will be required to complete and sign an authorization for the employer to provide us verification of employment and income earned.</p>	<p>CHECKING ACCOUNTS: You will need to bring 6 months of consecutive bank statements for each checking account from the date of the interview.</p> <p>SAVINGS ACCOUNTS: One current bank statement for each savings account.</p>
<p>SOCIAL SECURITY/SSI/SSP INCOME: Must provide a current AWARD letter listing the monthly gross benefit amounts for all household members that receive benefits.</p>	<p>CD ACCOUNTS: One current bank statement for each CD account or investment statement</p>
<p>UNEMPLOYMENT BENEFITS: Provide last date of employment and the gross amount of unemployment benefits. Provide documentation showing proof of unemployment benefits OR termination of benefits.</p>	<p>MONEY MARKET ACCOUNTS: One current bank statement for each money market account or investment statement</p>
<p>PUBLIC ASSISTANCE INCOME: A current budget required.</p> <p>CHILD SUPPORT/ALIMONY: Submit copies of legal documents or notarized letter for household members who receive child support and/or alimony payments</p>	<p>DIRECT EXPRESS CARDS/PAYROLL CARD/ EBT CARDS:</p> <p>Must bring a recent bank statement or an ATM statement receipt printout.</p>



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<p>SELF EMPLOYMENT: If you or any member of your household own a business, or have partial interest in a business, independent contractor, or sole proprietorship you must include the ownership percentage. Provide three (3) years of IRS Tax Return 1040 including Schedule C</p>	<p>IRA/401K/403B/RETIREMENT ACCOUNTS: You will need bring a current financial statement.</p> <p>STOCKS/MUTUAL FUNDS/BONDS: You will need to bring a current financial statement.</p>
<p>WORKER'S COMPENSATION/DISABILITY: Must provide document of the last day of employment and total gross benefit amount. Must provide a copy of the latest compensation statement.</p>	<p>LIFE INSURANCE: If you have WHOLE LIFE-Must provide current policy value and with dividend earning potential.</p> <p>If you have TERM LIFE – Must provide a document verifying that the policy is term life and not whole life</p>
<p>CHILD SUPPORT/ALIMONY: Submit copies of legal documents or notarized letter for household members who receive child support and/or alimony payments. Include total amounts received per week or per month. Provide the full name, address and telephone number of the income source provider.</p>	<p>REAL ESTATE RENTAL: Submit documentation that supports the Market Value of the real estate owned, documents that shows mortgage balance and/or an amortization document, proof of expenses and a copy of the lease.</p> <p>If applicable, Equity Loan amortization document</p>
<p>CONTRIBUTIONS: Household members who receive monetary or non-cash contribution from an outside source must be documented. Provide the amount/or identify the non-cash items (such as pays for your utilities and other bills, etc.) Provide the full name, address and telephone number of the income source provider.</p>	<p>REAL ESTATE PROPERTY: Proof of market value of real estate owned; mortgage balance owed, or equity loan. If the property has been sold, a HUD settlement statement or a proof of sale will be needed.</p>
<p>PENSION/ANNUITY: Provide a recent statement of the gross pension or annuity income. Provide name of Financial Institution, address, telephone number and fax number.</p>	<p>INSURANCE SETTLEMENTS, INHERITANCE, LOTTERY WINNINGS OR ANY LUMP SUM PAYMENT: If received in that past two years from the date of your interview, provide documentation that it is not a reoccurring payout.</p>
<p>MILITARY PAY/VETERAN'S ADMINISTRATION: List all household members who receive a Military Allotment or Veteran's Administration income. List total gross amounts and provide copy of documentation.</p>	<p>REVOCABLE & NONREVOCABLE TRUSTS: Provide a copy of the trust.</p>
<p>STUDENT: Attach proof of full-time or part-time status for each student 18 years old and older</p>	
<p>SECTION 8 VOUCHER HOLDER: List all household members that are authorized by the section 8 agency to reside in the household. You will be required to bring your voucher certification and <u>authorization of transfer to move</u>.</p>	

Head of Household please what is applicable and return to the address referenced on the first page.

- I/We acknowledge receipt of the Affidavit of Income & Assets Letter. (You can bring this form signed to the preliminary interview)
- I/We are unable to accept the interview scheduled at this time, but will like to remain on the waitlist. I understand that this is my first refusal and after two refusals my name will be withdrawn from the waitlist and will have to reapply.
- I/We will like to have our application withdrawn from the waitlist. *(this can be faxed or email to the property manager)*

Signature of Head of Household

Print Name

Date

For Office Use Only: Sent via email sent post mail sent both email and post mail confirmed phone call

