



RENTER DOCUMENT CHECKLIST

INCOME DOCUMENTS (REQUIRED FOR ALL APPLICATIONS)

Renters must provide documentation to substantiate income for all household members aged 18 or older. Renters should provide income documentation on an **ANNUAL** basis. If not available, the **MONTHLY** option is available. If a renter has no income documentation, select option #3 Income Self Certification.

Option 1) Renter must provide one of the following for ANNUAL income:

- IRS Form series 1040 (preferred)
- W-2 wage statements for 2020
- Interest statements
- Unemployment compensation statements

Option 2) Renter must provide one of the following for MONTHLY income:

- Two most recent months of pay stubs
- Signed wage/payment schedule from employer(s)
- Unemployment compensation statements

Option 3) Income Self Certification

If you are unable to provide income documentation, select the appropriate box within the application

NOTE: OPTION 3 REQUIRES ADDITIONAL VERIFICATION STEPS WHICH MAY REQUIRE MORE TIME FOR PROCESSING

PROOF OF OCCUPANCY (REQUIRED FOR ALL APPLICATIONS)

Renters must provide proof of occupancy to verify occupancy of the rental property.

- Copy of electric, gas, water, trash, sewage, cable or landline phone bill. *If utilities are no longer active due to nonpayment, eviction, or pending eviction, the tenant may provide a copy of the bill showing active service the month prior to disconnect or eviction filing.*

PROOF OF OBLIGATION TO PAY RENT (REQUESTED TO EXPEDITE PROCESSING)

Renters will be requested to provide a valid agreement detailing monthly rent amounts and additional terms. Applicant is requested to provide one of the following to establish eligibility:

- Copy of current lease (preferred)
- Other documentation for program review detailing rental agreement between landlord and renter and obligation which may include cancelled rental checks, money orders, etc.

PROOF OF CURRENT HOUSING INSTABILITY (REQUESTED TO EXPEDITE PROCESSING)

Renters will be requested to provide documentation of homelessness or housing instability.

The applicant is requested to provide any of the following that apply:

- Past due rent notice
- Past due utility notice
- Eviction Notice

PHOTO IDENTIFICATION (REQUESTED TO EXPEDITE PROCESSING)

Renters will be requested to provide proof of identification.

- Government issued photo ID