

## AFFORDABLE RENTAL GENERAL ELIGIBILITY DOCUMENTATION CHECKLIST, eff June 15, 2023

GATHER THE FOLLOWING INFORMATION, FOR ALL HOUSEHOLD MEMBERS, AS IT APPLIES OR IS REQUESTED:

1.  Copies of the most recent **two (2) years of IRS Tax Return Transcripts**.
  
2.  Copies of **paycheck stubs for the most recent three (3) months**.  
  
 If you have **started a new job**, include an Offer Letter.  
  
 Individuals who are **self-employed** must provide net income from the operation of a business and six (6) consecutive months' worth of bank statements.
  
3.  Provide documentation of periodic payments received from **Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts**.
  
4.  Provide documentation of **unemployment benefits and disability compensation, worker's compensation and severance pay**.
  
5.  Provide proof of any **welfare assistance or Housing Voucher Award**.
  
6.  Provide proof of amount of **periodic and determinable allowances: child support payments, spousal support/alimony payments, and regular contributions and gifts received from persons not residing in the dwelling**.
  
7.  Provide proof of **all regular pay, special pay and allowances of a member of the Armed Forces**.
  
8.  Copies of the most recent **IRA, 401k, Keogh, retirement, pension fund, investments, stocks, brokerage, and crypto exchange accounts**.
  
9.  Copies of **financial aid statements and tuition statements** include grant, scholarships and loans.

*Please note that additional documentation and program forms may be requested. Income eligibility for the affordable rental program does not guarantee that an Applicant will qualify for a lease. Reach out to the apartment complex directly for leasing qualifications and requirements.*