

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.