ATTACHMENT H-1C: REQUIRED DOCUMENTS

Please provide the following documents for everyone who will live in the affordable unit.

BENEFITS INCOME (TANF, SNAP, MEDICAID, WIC, etc)	
For applicants whose income has been certified by another federal public assistance program within the last 12-month period, an award letter from the respective agency that includes all of the following data points: ☐ The date of the certification ☐ The household members included on the certification ☐ The gross household income calculation without deductions NOTE – If this letter is provided and the household members listed on the letter match all of the household members on the application, no further income verification documents are needed.	
EMPLOYMENT INCOME	
☐	Most recent and consecutive pay stubs that represent one month of wages: • If paid monthly, bimonthly, or biweekly – 2 pay stubs • If paid weekly – 4 pay stubs
☐	If paid in cash, proof of cash payments: - Employer letter - Bank statements that support deposits
SELF-EMPLOYMENT INCOME	
☐	Copies of last year's signed Form 1040, with schedule C, E, or F
☐	Copies of all 1099s from the last year
☐	An estimated projection of your NET self-employment income (gross income minus expenses) for the next 12 months. CPA letter or tax preparer statement on letterhead, or self-certification. Copies of expenses, receipts, and other backup documentation may be required.
For each household member with a business or who is self-employed <u>without</u> documented tax filings, provide:	
☐	An estimated projection of your NET self-employment income (gross income minus expenses) for the next 12 months. CPA letter or tax preparer statement on letterhead, or self-certification, is acceptable.
☐	All third-party documentation supporting the estimate. Examples: receipts, records of expenses, invoices, deposits, cancelled checks, etc.

GOVERNMENT BENEFITS INCOME	
☐	Current valid Section 8 transfer voucher or proof of other rental subsidy
☐	Unemployment Payment history from NYS Department of Labor Online System (http://labor.ny.gov/unemploymentassistance.shtm)
☐	Veteran's Benefits award letter for current or most recent calendar year
☐	Public Assistance budget letter dated less than 120 days
☐	Armed Forces Reserves payments
OTHER SOURCES OF INCOME	
Child Support or Alimony:	
☐ ☐ ☐	Copies of separation or settlement agreement(s) stating the amount and type of support and payment schedule, OR Copies of any official statement or print-out for child support (dated within the last 120 days and showing activity and amounts), OR A self-certification from applicant or payee indicating the support amount and frequency. Supporting documentation may be required.
☐	Adoption assistance payments
☐	Payments received for the care of foster children or adults.
☐	Earned income of foster adults (do not include the earned income of foster children)
Rental Income:	
☐	Proof of Income from rental properties
Gift Income:	
☐	Self-certification signed by the person providing assistance, including the purpose of the income, dates and value of gift(s), and how often the gift is provided (weekly, monthly, annually).
Other Income:	
☐	Documents that support any other recurring income being received by the household

HOUSEHOLD ASSETS OVER $51,600	
If household assets total over $51,600, provide:	
☐	Most recent statements for all bank accounts, e.g., checking, savings, money markets, e-banking such as Venmo/Cashapp/Paypal
☐	Most recent investors' statement for stocks and bonds
☐	Most recent statement for life insurance policies

☐	Estimated current value of real estate or other investment property, most recent mortgage bill. If selling: price, estimated broker's fee and closing costs.

HOUSEHOLD MEMBER INFORMATION	
☐	Copies of birth certificates for all minors in the household
☐	Copies of picture ID for all persons over 18 (examples: driver's license, passport, Military ID, NYC Municipal ID, non-driver ID)
☐	Copies of school letters verifying enrollment for all adult (18 years or older) household members attending school (examples: college, university, training programs)
☐	Self-certification stating the last date of employment for any previous jobs listed on the application
☐	Proof of legal custody or guardianship of all minors (if you are not listed on the birth certificate)

RENT PAYMENT HISTORY AND CREDIT REVIEW

Applicants have the choice of **either** providing 12 months of complete rent payments **or** consenting to a credit review.

☐ **Option 1 - If you wish to provide rental payment history, you must bring:**

1. Proof of the amount you are supposed to pay in rent monthly, like your lease, a notarized affidavit from the building owner or manager, etc.

AND

2. Proof that you have paid the full rent each month for the last 12 months. For example:
   - ☐ Formal rent receipts
   - ☐ Evidence of monthly withdrawals, payments, or transfers, e.g., bank statements
   - ☐ Money order receipts or copies
   - ☐ Canceled checks
   - ☐ Landlord's written record of rent payments, i.e., rent ledger

- ★ **If the evidence of rent payments that you provide is incomplete or difficult to verify, you may provide your written consent to the Marketing Agent to contact your current/previous building owner or manager for a rent ledger.**

☐ **Option 2 - If you do not wish to provide rental payment history, or are unable to, you may consent to a credit review.**

- ★ **Has another building manager, owner, real estate broker, or other building representative run a credit check for you within the last 30 days?**
  - ☐ Yes: bring your copy of the credit check. You could avoid an additional credit check and fee.
  - ☐ No: be prepared to pay the non-refundable credit check fee of $20.00 (maximum)