

## **Affordable Housing Income Verification Documentation**

### **Household members 18 years of age or order are required to provide the following documentation:**

- Tax returns for 3 most recent consecutive years, both Federal (1040, not W-2 forms) and State; Copies of Federal Tax return can be obtained by calling 800-829-1040
- Copies of 4 current consecutive pay stubs
- Copies of 6 current consecutive checking account statements and 1 copy of savings account statement, showing beginning and ending balances with interest

### **Provide the following applicable documentation for all income and asset sources:**

- Pension 4 current and consecutive statements, or payment stubs, or written proof
- Social Security recent benefits award letter or copies of 4 social security checks/stubs
- Unemployment Compensation benefits letter and copies of 4 payment stubs
- Section 8 or other rental assistance voucher
- Receiving child support or alimony, include a copy of the divorce or separation agreement with signatures and proof of amount. Letters must be notarized
- Child support or alimony paid to another household will not be included as income; Include documentation showing amount paid
- Documentation to confirm interest income/proof of assets for the following: 401k, IRA, Keogh accounts, CD's, stocks, bonds, sale of home, and income from rental property
- Documentation to confirm income for the following: Pension, Disability, Military, including other Social Service Program assistance

### **Provide notarized letter for the following:**

- If you do not earn an income
  - Did not file tax returns for the 3 most recent income years
  - Do not have a checking or savings account
  - If you are going through a divorce or separation
  - Own a home or property; Property owners will need to include a copy of the deed, tax assessment, mortgage statement and a letter stating the amount of proceeds and what they will be used for
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- Provide confirmation of pregnancy due-date of unborn child if expecting

### **Provide written explanation of your situation**