**ATTACHMENT H-1C: REQUIRED DOCUMENTS**

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

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| 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 paystubs that represent one month of wages:   * If paid monthly, bimonthly, or biweekly – 2 paystubs * If paid weekly – 4 paystubs |
| \* | 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 that is self-employed without 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 |
| **RETIREMENT OR DISABILITY INCOME** | |
| \* | Pension letter for current or most recent calendar year  Current or recent check stub including gross amount awarded |
| \* | Social Security Award letter(s) for current or most recent calendar year |
| \* | State Payments to allow individuals with disabilities to live at home |
| \* | Copies of statement from issuing institution(s) for dividends and annuities |
| **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 |

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| **HOUSEHOLD ASSETS OVER $50,000** | |
| ***If household assets total over $50,000, 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 all other investment accounts, i.e. 401K, IRA, 403b, 414H, NYCERS |
| \* | 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. |
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| **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 last date of employment for any previous jobs listed on application |
| \* | Proof of legal custody or guardianship of all minors (if you are not listed on the birth certificate) |

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| 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) | |