

**INCOME VERIFICATION COVER SHEET AND CHECK LIST  
FOR APPLICANT OR MDA REPRESENTATIVE**

TENANT NAME \_\_\_\_\_ HOUSEHOLD SIZE \_\_\_\_\_  
 PROGRAM APPLICATION NUMBER \_\_\_\_\_ COUNTY OF PROPERTY \_\_\_\_\_  
 INCOME LIMITS 50% \_\_\_\_\_ 80% \_\_\_\_\_ 120% \_\_\_\_\_  
 FINAL INCOME CALCULATION \_\_\_\_\_

**INITIAL DOCUMENTS NEEDED:**

Tenant Release and Consent Form \_\_\_\_\_  
 Rental application with All Household Members \_\_\_\_\_  
 Legal Picture ID of Household Members 18 Years and Older \_\_\_\_\_ (make copy) Driver's License, State or Federal ID  
 Social Security Card of All Household Members \_\_\_\_\_ (make copy) See List of Alternatives Below ①  
 Legal Proof of Date of Birth of All Household Members \_\_\_\_\_ (make copy) See Acceptable Documents Below ②  
 Proof of Full-Time Students over the age of 17 \_\_\_\_\_ (make copy) See Acceptable Documents Below ③

**INCOME DOCUMENTS NEEDED:**

Section 8 Certified? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, use Form 1 and stop.  
 Employed? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, use Form 2, 3 and 4.  
 Self-Employed? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, use Form 5 and 6.  
 Government Benefits or Pension? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, use Form 4, 7, 9 and 10.  
 (Yes / No) Unemployment? \_\_\_\_\_ No Income? \_\_\_\_\_ If Yes, use Form 9 and 10.

**FORMS:**

1. Section 8 Voucher.
2. Income Calculation (if full-time student over the age of 17, only include income up to \$480).
3. Last Three Pay Stubs or Signed Letter from Employer with Contact Number.
4. Last Tax Return. No Tax Return, Use Form 8.
5. Self-Employment Affidavit.
6. Last Two Tax Returns. No Tax Returns, Use Form 8.
7. Current Letter from the Social Security Administration and/or Current Letter of Pension or Retirement Benefits.
8. Tax Return Affidavit
9. Certification of Zero Income
10. Unemployment Compensation Verification

- ① Resident Alien Card, US Passport, Validated Document from Social Security Administration, US Tax Return, School Enrollment Form, Any Other Certifiable Document that Clearly Displays the Household Member's Name and Social Security Number.
- ② Driver's License, State or Federal Picture ID, Validated Copy of Immunization Records, School Enrollment Form, Any Other Certifiable Document that Clearly Displays the Household Member's Name and Date of Birth.
- ③ Letter from the Office of Administration, Fee Statement, or Schedule of Classes.

**PLEASE KEEP DOCUMENTS OF TENANTS THAT MOVE IN.  
WE WILL AUDIT YOUR WORK.**