LAND USE RENTAL UNIT
DOCUMENTS FOR INCOME CERTIFICATION REVIEW

Checklist of requirements for EACH adult household member (over 18 years of age):

1. If employed, provide the following documents:
   - Copies of three (3) months consecutive recent pay stubs for every employer
   - Signed copies of two (2) most recent income tax returns AND W-2 forms
   - Verification of employment completed by employer with company stamp or business card attached

2. If self-employed, provide the following documents:
   - Signed copies of two (2) most recent years’ income tax returns with Schedule C (1099 if Applicable)
   - Current six (6) month profit and loss statement

3. If an adult household member is not employed, provide:
   - Certification of zero income

4. If an adult household member is receiving other benefits, provide:
   - Proof of any income (e.g., Social Security, Award Letter, Pension, unemployment checks, child support, alimony Public Assistance, CAPI, TANF/AFDC, Disability and/or Worker’s Compensation Benefit Information, General Assistance or other sources of income)

5. If an adult household member is a full-time student, provide:
   - Verification of full-time student status

6. If an adult household member has assets (Checking, Savings, 401k, 403b, IRA, Stocks, Bonds, CD’s, Investments Accounts etc.), provide:
   - Three (3) months of most recent bank statements for all Checking accounts (all pages)
   - Current (1) month of most recent bank statements for all Savings, 401k, Investment Accounts, Retirement, Stocks, CD’s, etc. accounts (all pages)

7. If an adult household member owns real estate, provide:
   - Information on real estate ownership (Fair Market Value and/or Closing Statement)

REVISED 2/21/2023