



## **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)