

ATTACHMENT H-1C: REQUIRED DOCUMENTS

Please bring only the items in the list below that pertain to your household to your eligibility appointment.

HOUSEHOLD EMPLOYMENT INCOME	
<input type="checkbox"/>	Copies of last 6 most recent consecutive pay stubs
<input type="checkbox"/>	Copies of last year's W-2 forms (all pages)
<input type="checkbox"/>	Copies of signed & completed most recent year's federal and state tax returns
<input type="checkbox"/>	Letter from all former employers in the current year and prior year, stating last date of employment
<input type="checkbox"/>	Proof of cash payments: <ul style="list-style-type: none">- Notarized letters from employers- Bank statements that support deposits
<i>For each household member self-employed for at least the previous 2 years, provide:</i>	
<input type="checkbox"/>	Copies of past 2 years' signed Form 1040, with schedule C, E or F
<input type="checkbox"/>	Copies of all 1099s from the last 2 years
<input type="checkbox"/>	Copies of 2 years of state tax returns
<input type="checkbox"/>	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 notarized self-statement. Copies of expenses, receipts, and other backup documentation may be required.
<i>For each household member self-employed for less than the previous 2 years, provide:</i>	
<input type="checkbox"/>	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 notarized self-statement, is acceptable.
<input type="checkbox"/>	All third-party documentation supporting the estimate. Examples: receipts, records of expenses, invoices, deposits, cancelled checks, etc.
HOUSEHOLD INCOME FROM OTHER SOURCES	
<i>Copies of documentation for:</i>	
<input type="checkbox"/>	Social Security Award letter(s) for most recent calendar year (dated less than 30 days)
<input type="checkbox"/>	Veteran's Benefits (annual documentation)
<input type="checkbox"/>	Income from rental properties



<input type="checkbox"/>	Public Assistance budget letter <u>dated less than 30 days</u>
<input type="checkbox"/>	Public Assistance budget letter <u>dated less than 120 days</u>
<input type="checkbox"/>	Armed Forces Reserves
<input type="checkbox"/>	Pension letter (dated less than 30 days)
Do you receive dividends and/or annuities?	
<input type="checkbox"/>	Copies of statement from issuing institution(s)
Do you receive scholarship and/or grant money?	
<input type="checkbox"/>	Copies of dated award letters
Do you receive alimony and/or child support?	
<input type="checkbox"/>	Copies of separation or settlement agreement(s) stating the amount and type of support and payment schedule
<input type="checkbox"/>	Copies of any official statement or print-out (dated within the last 120 days and showing activity and amounts), or a notarized affidavit.
Do you receive disability insurance, workers' compensation, and/or severance payments?	
<input type="checkbox"/>	Copies of last six (6) current consecutive pay stubs or a verification letter
Do you receive recurring contributions and/or gifts? Do you receive other forms of periodic income?	
<input type="checkbox"/>	Notarized statement and/or affidavit 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).
<input type="checkbox"/>	Bank statements supporting receipt of these payments
<input type="checkbox"/>	Unemployment Payment history from NYS Department of Labor Online System (http://labor.ny.gov/unemploymentassistance.shtm)
CURRENT RESIDENCE	
<input type="checkbox"/>	Copy of your current lease, if you rent your own apartment. If you do not have a lease, a notarized letter from your landlord.
<input type="checkbox"/>	Copies of your most recent electric and gas bills (in your name and showing your current address).
<input type="checkbox"/>	If you do not rent your own apartment and you are living with someone else, bring a notarized letter from your housemate along with a copy of their lease and copies of their utility bills.
HOUSEHOLD MEMBERS	
<input type="checkbox"/>	Copies of birth certificates for all minors in the household



<input type="checkbox"/>	Copies of picture ID for all persons over 18 (examples: driver's license, passport, Military ID, NYC Municipal ID, non-driver ID)
<input type="checkbox"/>	Copies of school letters verifying enrolment for all adults attending school (examples: New York City public school, private school, college, university)
<input type="checkbox"/>	Marriage certificate (if applicable)
<input type="checkbox"/>	Proof of legal custody or guardianship of all minors (if you are not listed on the birth certificate)
<input type="checkbox"/>	Current valid Section 8 transfer voucher or proof of other rental subsidy
HOUSEHOLD ASSETS	
<input type="checkbox"/>	Last six most recent checking account statements
<input type="checkbox"/>	Most recent statements for any other deposit accounts, i.e. savings, money markets
<input type="checkbox"/>	Most recent investors' statement for stocks and bonds
<input type="checkbox"/>	Most recent statement for all other investment accounts, i.e. 401K, IRA, 403b, 414H, NYCERS
<input type="checkbox"/>	Most recent statement for life insurance policies
<input type="checkbox"/>	Estimated current value of real estate or other investment property, most recent mortgage bill. If selling: price, estimated broker's fee and closing costs.
<input checked="" type="checkbox"/>	All documents appear to be submitted. Reside New York reserves the right to request additional documentation necessary for HPD approval

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)

Any documentation marked off on this document is due by: 3/16/2020

