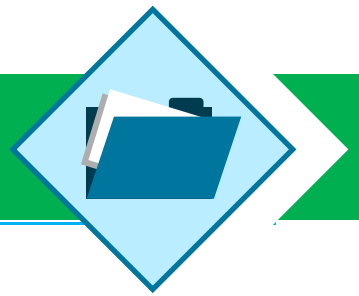


Document Check List



Below is a list of the commonly used Government Agency required documents needed to verify your household members, income, and assets to qualify for our housing program. This list is not all encompassing, and you may be asked for additional verifications. Please review this list, and bring the applicable documentation with you for your application appointment.

Household Members Verifications (Applicants or additional household members only)

- | | |
|--|---|
| <input type="checkbox"/> Original birth certificates | <input type="checkbox"/> State Issued Photo ID |
| <input type="checkbox"/> Social Security Cards | <input type="checkbox"/> Valid Passport |
| <input type="checkbox"/> Naturalization Certificate | <input type="checkbox"/> Immigration Status Document from DHS |
| <input type="checkbox"/> Proof of Childbirth | <input type="checkbox"/> Copy of Divorce Decree or Separation Agreement |
-

Income Verification (all members of household)

- Employment- 3 months of recent paystubs in consecutive date order
 - If you've recently lost employment, a letter from former employer showing termination date and pay history
 - Alimony and/or Child Support
 - Must bring copy of court order/agreement. If payments made are less than the court order/agreement also provide verification of actual amounts received from JFS
-

Payments from benefits including, but not limited to:

- | | |
|---|---|
| <input type="checkbox"/> Social Security | <input type="checkbox"/> Unemployment |
| <input type="checkbox"/> Supplemental Security Income | <input type="checkbox"/> Pensions- Veteran, Retirement |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Annuities |
| <input type="checkbox"/> Recurring Cash Assistance or gifts | <input type="checkbox"/> Self-employment- last 2 years of tax returns including 1040 with Schedule C, E, or F |
| <input type="checkbox"/> TANF/AFDC | <input type="checkbox"/> Worker's Compensation |
| <input type="checkbox"/> Educational Financial Assistance | <input type="checkbox"/> Housing Payment Assistance |
-

NOTES:

Asset Verification (all members of household)

- | | |
|--|---|
| <input type="checkbox"/> Checking Accounts- 6 months of statements in consecutive order, all pages | <input type="checkbox"/> Checking accounts- Current statement, all pages |
| <input type="checkbox"/> Certificates of Deposit (CDs)- Current Statement, all pages | <input type="checkbox"/> Direct deposit cards (Social Security, pre-paid debit card for payroll deposits), Current receipt showing balance and date |
| <input type="checkbox"/> Ohio Directions Card for child support- Current receipt showing balance and date | <input type="checkbox"/> EPPI card for Welfare (Cash assistance only)- Current receipt showing balance and date |
| <input type="checkbox"/> Direct Express card for Social Security- Current receipt showing balance and date | <input type="checkbox"/> Whole Life Insurance- Contact information for company, and current account statement |
| <input type="checkbox"/> Trust, Annuity or Other Claims | <input type="checkbox"/> IRA, 401K, or Keogh Accounts |
| <input type="checkbox"/> Cash on Hand | <input type="checkbox"/> Money Market or Mutual Fund |
| <input type="checkbox"/> Safety Deposit Box (List contents and cash value) | <input type="checkbox"/> Stocks or Bonds |
| <input type="checkbox"/> Personal Property Held as an Investment | <input type="checkbox"/> Rental Property or other Capital Investments |

Required Forms (not all will be applicable)

- | | |
|---|--|
| <input type="checkbox"/> Rental Application | <input type="checkbox"/> Tenant Sworn Income and Asset Statement |
| <input type="checkbox"/> Self-Affidavit or Non-Employment | <input type="checkbox"/> Under \$5000 Asset Certification |
| <input type="checkbox"/> Self-Affidavit of Child Support, Alimony, Family Maintenance | <input type="checkbox"/> Self-Affidavit of Student Status |
| <input type="checkbox"/> Consent Forms- Release of Information and information verification | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
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