



RECERTIFICATION CHECKLIST

Please read the following list and provide the documents that apply.

INCOME:

- ___ Provide your last two consecutive pay stubs or a printout from your employer.
- ___ If you are receiving Social Security or SSI benefits please bring your most recently received award letter.
- ___ If you receive child support provide a printout from the Department of Child Support Enforcement (DCSE) or Court to verify amounts. If you receive child support not through either of these then a notarized statement from who is providing child support.
- ___ If you receive TANF please provide your award letter or a print out from the Department of Social Services.

Please remember that for any income you list on your Information *Form for Rental Assistance Benefits* you will need to provide verification.

ASSETS:

- ___ If you or any household member (regardless of age) have a checking or savings account, provide the most recent ORIGINAL Bank Statements. We can not accept ATM receipts or computer printouts unless they are signed and dated by a bank representative.
- ___ If you have stocks, certificates of deposit or money market accounts please provide the most recent statement to verify the account balance and penalty for early withdrawal.
- ___ If you are a participant in a 401K plan or other retirement investment account provide the most recent quarterly statement.

OTHER:

- ___ If you or any household members, 18 years or older, are full time students, you must provide verification of school enrollment (**MUST INCLUDE THE CHILD'S NAME & ADDRESS**).
- ___ If you or any household member is attending college or university provide a copy of the transcripts, receipt of classes paid for, copy of the financial aid award letter, copy of any athletic scholarship verifying the amount of their housing assistance.
- ___ If you own real estate, please provide a copy of the tax assessment.

DEDUCTIONS:

- ___ If the head of household is responsible for day care expenses for children 12 years of age and younger due to employment or attending school; provide a statement of expense and supply providers contact information.

The following applies only If the head of household or spouse is 62 years old or older, handicapped, or disabled:

- ___ If you have a need for over the counter medications prescribed by your doctor, please provide a doctor's statement verifying the need for this medication.
- ___ If you are taking prescription drugs provide a printout from your pharmacist listing the drugs and the amount you pay out of pocket.
- ___ If you have a doctor's co-pay provide a printout from your doctor of your appointments and the amount of your co-pay for each appointment.
- ___ If you pay a premium for medical insurance provide a copy of your annual bill.