

CHECKLIST: REQUIRED CERTIFICATION DOCUMENTS

To: _____

FROM: _____

DATE: _____

HUD regulations require that you submit the documents and information checked off below so we can certify or recertify your eligibility for housing assistance and calculate your rent. Please bring these documents with you to the certification interview you schedule with our office. Bring original documents, when available. Write requested names, addresses, and phone numbers on a separate sheet of paper and submit that paper.

If you do not submit these documents by the date of your interview, you may jeopardize or delay your receipt of housing assistance. If you have any questions about whether any of the checked-off documents apply to your household, or you cannot bring us one or more of the documents on time, please contact our office immediately at _____.

1. HOUSEHOLD COMPOSITION DOCUMENTS

- Birth certificates
- Adoption papers
- Social Security cards
- Divorce records
- Driver's licenses
- Veteran Administration documents
- School documents showing name, address of school, and, if possible, full-time status
- Income tax returns
- Legal documents showing formal adoption being pursued
- Military documents, showing status
- Other (*specify*) _____

2. INCOME & ASSET DOCUMENTS

➤ EARNED INCOME

- Names, addresses, and telephone numbers of income sources
- Paycheck stubs
- W-2 forms
- Federal and/or state income tax returns
- Wage tax receipts

➤ PENSIONS & ANNUITIES

- Latest check stub

➤ SOCIAL SECURITY

- Current award letter, benefit letter, or proof-of-income letter

➤ UNEMPLOYMENT COMPENSATION

- Determination letter Form 2000, Form UC 30, or latest check stub

➤ SSI

- Award letter, proof-of-income letter

➤ TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

- Award letter
- Recent check stub

➤ WORKER'S COMPENSATION

- Form DOL 203
- Recent check stub

➤ ALIMONY

- Copy of court order

➤ EDUCATION SCHOLARSHIPS/STIPENDS

- Award letter

➤ TRADE UNION BENEFITS

- Recent check stub

➤ OTHER PUBLIC ASSISTANCE

- Award Letter

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CHECKLIST: REQUIRED CERTIFICATION DOCUMENTS (continued)

➤ ASSETS

- Bank statements
- Income tax return
- Stock/bond certificates
- Broker documents
- Form 1099 showing dividend income
- Mortgage notes
- Certificate of deposit
- Real estate tax documents
- Real estate sales contract and other documents
- Insurance documents
- Other (specify) _____

3. EXPENSE ALLOWANCE DOCUMENTS

➤ DISABILITY ASSISTANCE EXPENSES

- Name, address, and phone number of attendant care providers, including home health care attendants, housekeeping and errand service providers, and sign language interpreters or readers
- Checks or other records of payments to attendant care providers
- Receipts for purchase of wheelchairs or other auxiliary apparatus

➤ MEDICAL EXPENSES

- Name, address, and telephone numbers of health care providers
- Copies of medical bills or payments to health care providers

➤ CHILD CARE EXPENSES

- Name, address, and phone number of child care providers
- Checks or other records or payments to child care providers
- Other (specify) _____

4. IMMIGRATION STATUS DOCUMENTS

If you or any other member of your household is not a U.S. citizen but is claiming eligible status, please bring one of the following documents for that person. You do not need to bring these documents for household members who do not claim to be eligible for housing assistance.

- Form I-551, Permanent Resident Card
- Form I-94, Arrival-Departure Record annotated with one of the following:
 - "Admitted as a Refugee Pursuant to Section 207";
 - "Section 208" or "Asylum";
 - "Section 243(h)" or "Deportation stayed by Attorney General"; or
 - "Paroled Pursuant to Section 212(d)(5) of the INA."
- Form I-94, Arrival-Departure Record (with no annotation) accompanied by one of the following:
 - A final court decision granting asylum (but only if no appeal is taken);
 - A letter from a DHS asylum officer granting asylum (if application was filed on or after Oct. 1, 1990) or from an DHS district director granting asylum (application was filed before Oct. 1, 1990);
 - A court decision granting withholding of deportation; or
 - A letter from an asylum officer granting withholding of deportation (if application was filed on or after Oct. 1, 1990)
- A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and that the applicant's entitlement to the document has been verified.