

## Affordable Application Guidelines

Thank you for choosing to make our community your Home. You are applying for an apartment at an Affordable Housing Community (*created by Section 42 of the Internal Revenue code as part of the Tax Reform Act of 1986*).

To ensure that we can accommodate your move in date, please provide the following documents noted below that apply to your household. This will help expedite the processing of your application. If your household's income, assets and other eligibility information is verified and documented through a third-party source, we may not need all the information provided by you and will return provided documents back to you at the end of the qualifying process. Photocopies are acceptable, and if you are not able to provide photocopies, we will be happy to make them for you.

### **Application Form Instructions**

- All fields and questions must be completed
- Only one color of ink may be used per application – blue or black preferably
- No white-out or ink correction tool may be used on the documents, please put a simple line through the error and initial it
- Anyone 18 years of age or older who is not a spouse must complete their own application

### **Required Identification Documents and Records**

- Photo ID for all household members 18 years of age or older
- Birth Certificates for anyone under the age of 18
- Social Security Card or other form of Citizenship record
- If Divorced or legally separated, filed decrees with the State. Records should include petition for dissolution or final decree of dissolution; custody, support and property settlement documents. If not legally separated, a letter from a pastor, counsel stating separation
- Proof to collect child support, if not receiving

### **Required Proof of Income Documents**

- Six (6) most recent consecutive pay stubs
- Current Social Security award letter, Current SSI award letter, TANF award letter, Pension, Annuity or VA benefit statement. Please remember to bring all pages that pertain to these documents
- Current print out of unemployment payments (if applicable)
- Recent Child support print out showing payments history and obligation (if applicable)
- If self-employed – A copy of last two to three years filed federal tax return. The Tax Return must be a signed copy of the original document submitted to the IRS. If you did not keep a copy for your records, you may obtain a transcript of your Tax Return or a record of non-filing from your local IRS office or by calling 1-800-829-1040 or 1800-829-8815 at no cost.

### **Proof of Assets Documents**

- Current six (6) months of Bank Statements
- Current mortgage statement (if applicable)
- Copy of Direct Express Card, print out of current balance (can be an ATM receipt)
- Copy of Recent 401K statement