

Recertification Checklist – Electronic Processing



You must submit the following items to your property manager:

1. Proof of income from **all** sources. For example, if you:
 - a. are employed, submit 6 consecutive and most recent paycheck stubs from each job or an employer statement on letterhead stating the number of hours you work per week, your rate of pay, and any additional benefits you receive.
 - b. receive food share or W-2, submit your most recent award statement.
 - c. receive child support, submit a 12-month printout from the child support office.
 - d. receive any other income, provide official documentation.
2. A 3-month transaction report for all household checking and/or savings accounts.

This report needs to show all deposits completed to your account. Please review these deposits and provide a note detailing source of income for any deposits in which the source is not evident.
3. A copy of any stocks or bonds, 401K information, and record of any other assets you may have.
4. Current balance printout for any debit accounts for debit cards where an income source or benefit is applied directly to your card. This printout should be from within the last 30 days. You can often obtain this printout from an ATM, or can utilize the websites listed on the back of the card.
5. Optional: Copies of child care expenses including name and address of childcare provider.
6. Optional - Medical: Copies of medical expenses, if you or a household member is elderly or disabled, including pharmacy printout for previous 12 months and/or receipts for other medical expenses; or copies of necessary expenses for attendant care and auxiliary apparatus support for a disabled family member that enables a family member to be employed.
7. Copies of required pet documents including shot updates and current pet license, if applicable.
8. School enrollment and financial aid information for anyone age 18 years or older.
9. Utility bill records from the last 60 days for any water, electric and gas service.
10. Proof of vehicle liability insurance for each tenant vehicle that will be parked on the property.
11. Complete and submit the **PERSONAL DECLARATION** form and other electronic documents.

COPIES -- *If you will need copies made for any of your documents, you may mail these items to your property manager and add a note that you want copies made and originals returned.*