

DOCUMENTATION NECESSARY FOR THE INTERVIEW

* NOTE: There is a non-refundable fee for verification of Background / credit:

\$ 25 for homes with 1 to 2 adults

\$ 50 for families with 3 or more adults

All the following must be presented for all applicants over 18 years of age where applicable:

1. EMPLOYMENT

- Letter from your employer confirming employment
- Six (6) most recent and consecutive payment receipts
- Most recent Tax Return including all forms W-2 (s) and 1099 (s)
- If self employed:
 - a. Historical Income: 2-3 years of tax returns, including Schedule C and 1099 (s).
 - b. Projected Income: Estimation of the earnings of the current year.
 - c. Letter from your accountant, tax preparer or business manager.
 - d. Notarized letter confirming self employment.

2. DOCUMENTATION OF ADDITIONAL INCOME

- Record of Other Income MUST be submitted for all applicants over 18 years of age.
- Pensions and annuities (Last check stub of the issuing entity)
- Social Security (the current allocation letter)
- SSI / SSD Award letter
- Unemployment Compensation
- Workers Compensation (Form 203 DOL, recent check stub)
- Alimony Pension (Copy of the court order)
- Child Support -- Copy of the court order
- Pensions or benefits from Trade Unions (recent check stub)
- Public Assistance (award letter)

3. ASSET DOCUMENTATION

- Savings Account (most recent statement indicating the current balance)
- Checking Account (Six most recent and consecutive account statements)
- Money Market Statements (Six consecutive and most recent statements)
- Savings Bonds
- Mortgage and / or of Assets Real Estate / Income of Income
- Declaration of Income Tax

- IRA (Six consecutive states)
- Certificates of Deposit (a statement / extract)
- Life Insurance (whole or Universal: A policy where the value of cash is available to the person before death)

4. RECORD OF FAMILY COMPOSITION

- Birth certificates for all members of the family
- Social Security Cards
- Naturalization and / or Green Card (Green Card)

5. FULL TIME STUDENTS (of any age)

- Letter from the School
- The most recent report card

1. Please note all applicants over 18 and older MUST complete the IRS 4506-T form (2 copies) Transcript Request for Tax Return.