



# Application for Income Certification

**New Tenant**

Address of property: \_\_\_\_\_

**Renewal Tenant**

## APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Last 4 digits of Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MARITAL STATUS:**  Single  Married  
 Separated  Divorced

**SEX:**  Male  Female  Non-binary/Non- conforming

## RACE OF APPLICANT:

- American Indian/Alaska Native
- White/Caucasian
- Black/African American
- Nat. Hawaiian or Other Pacf. Islander
- Asian
- Two or more races
- Other \_\_\_\_\_
- I do not wish to disclose this information

## ETHNICITY OF APPLICANT

- Hispanic or Latino
- Non-Hispanic or Latino
- I do not wish to disclose

## CO-APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Last 4 digits of Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MARITAL STATUS:**  Single  Married  
 Separated  Divorced

**SEX:**  Male  Female  Non-binary/Non- conforming

## RACE OF CO-APPLICANT:

- American Indian/Alaska Native
- White/Caucasian
- Black/African American
- Nat. Hawaiian or Other Pacf. Islander
- Asian
- Two or more races
- Other \_\_\_\_\_
- I do not wish to disclose this information

## ETHNICITY OF CO-APPLICANT

- Hispanic or Latino
- Non-Hispanic or Latino
- I do not wish to disclose

**PLEASE LIST ALL PEOPLE WHO WILL BE RESIDING IN THE UNIT:**

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL HOUSEHOLD SIZE:** \_\_\_\_\_

**DO YOU OWN A VEHICLE:**  No       Yes, how many? \_\_\_\_\_

**CURRENT PRIMARY EMPLOYMENT:**

Applicant

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State \_\_\_\_\_ Zip \_\_\_\_\_  
Date of hire \_\_\_\_\_  
Position: \_\_\_\_\_  
Gross Monthly Income \$ \_\_\_\_\_

I am retired

Co-Applicant

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State \_\_\_\_\_ Zip \_\_\_\_\_  
Date of hire \_\_\_\_\_  
Position: \_\_\_\_\_  
Gross Monthly Income \$ \_\_\_\_\_

I am retired

**ADDITIONAL MONTHLY INCOME (check and complete all that apply):**

Applicant

- Average overtime earning \$ \_\_\_\_\_
- Year round part time employment \$ \_\_\_\_\_
- Seasonal employment \$ \_\_\_\_\_
- Retirement or Pension income \$ \_\_\_\_\_

**If multiple sources, please list:** \_\_\_\_\_

- Social Security Income \$ \_\_\_\_\_
- Veteran benefits \$ \_\_\_\_\_

Co-Applicant

- Average overtime earning \$ \_\_\_\_\_
- Year round part time employment \$ \_\_\_\_\_
- Seasonal employment \$ \_\_\_\_\_
- Retirement or Pension income \$ \_\_\_\_\_

**If multiple sources, please list:** \_\_\_\_\_

- Social Security Income \$ \_\_\_\_\_
- Veteran benefits \$ \_\_\_\_\_

- Unemployment income \$ \_\_\_\_\_
- TDI \$ \_\_\_\_\_
- Long-term Disability (not SSDI) \$ \_\_\_\_\_
- Child Support \$ \_\_\_\_\_
- Alimony \$ \_\_\_\_\_
- Family Support \$ \_\_\_\_\_
- SSI or SSDI \$ \_\_\_\_\_
- RI Works \$ \_\_\_\_\_
- Other Income \$ \_\_\_\_\_

Explain Other: \_\_\_\_\_  
 \_\_\_\_\_

- Unemployment income \$ \_\_\_\_\_
- TDI \$ \_\_\_\_\_
- Long-term Disability (not SSDI) \$ \_\_\_\_\_
- Child Support \$ \_\_\_\_\_
- Alimony \$ \_\_\_\_\_
- Family Support \$ \_\_\_\_\_
- SSI or SSDI \$ \_\_\_\_\_
- RI Works \$ \_\_\_\_\_
- Other Income \$ \_\_\_\_\_

Explain Other: \_\_\_\_\_  
 \_\_\_\_\_

**ASSETS - Assets will count at 1% of their value towards household income:**

- |  |                           |
|--|---------------------------|
| Total Checking Acct Balances (current statement) \$ _____                | Number of accounts: _____ |
| Total Savings Acct Balances (current statement) \$ _____                 | Number of accounts: _____ |
| Total Money Market Acct Balances (current statement) \$ _____            | Number of accounts: _____ |
| Total 401(k) balances (current statement) \$ _____                       | Number of accounts: _____ |
| Total IRA/Roth IRA balances (current statement) \$ _____                 | Number of accounts: _____ |
| Total Investment or Brokerage Acct Balances (current statement) \$ _____ | Number of accounts: _____ |
| Total CD balances (current statement) \$ _____                           | Number of accounts: _____ |
| Other Asset(s) \$ _____  |                           |

Explain Other: \_\_\_\_\_  
 \_\_\_\_\_

I currently own a home or other real estate

I currently own a home that is on the market but not under contract

Current mortgage balance \$ \_\_\_\_\_ List price \$ \_\_\_\_\_

I currently own a home that is already under contract

Current mortgage balance \$ \_\_\_\_\_ Contract price \$ \_\_\_\_\_

I have sold a home in the last 12 months

Proceeds from sale \$ \_\_\_\_\_



## REQUIRED SUPPORTING DOCUMENTATION

### **Please provide copies of the following documents as they relate to EACH person in the household**

- \_\_\_\_\_ 1 (one) year current personal federal tax returns with all schedules, 1099s and W2s;
  - \*2 (two) years, if self-employed**
  - \*if you are not required to submit a tax return, please provide a current IRS Verification of Non-Filing Letter**
- \_\_\_\_\_ If self-employed, current year to date Profit and Loss Business Statement and Balance Sheet;
- \_\_\_\_\_ 2 (two) month's most recent pay stubs for each source of employment;
- \_\_\_\_\_ For students over age 18, documentation of full or part time school enrollment status;
- \_\_\_\_\_ Social Security, Pension, Retirement, VA, SSI, SSDI, or Disability payments Benefit letter(s);
- \_\_\_\_\_ Documentation of child support and/or alimony payments;
- \_\_\_\_\_ Proof of legal separation or divorce;
- \_\_\_\_\_ If monthly financial support is being provided by a family member, please provide a notarized attestation from the person providing the support attesting to the maximum amount of support provided on a monthly basis;
- \_\_\_\_\_ 6 (six) month's most recent checking account statements (all pages);
- \_\_\_\_\_ 6 (six) month's most recent money market account statements (all pages);
- \_\_\_\_\_ 6 (six) month's most recent savings account statement (all pages);
- \_\_\_\_\_ Most recently issued statement(s) for 401(k), 403 (b), IRA, ROTH IRA, etc. Statements;
- \_\_\_\_\_ Most recently issued statement(s) for investment and brokerage accounts;
- \_\_\_\_\_ Most recent issued statement(s) for CDs;
- \_\_\_\_\_ Documentation for any other assets;
- \_\_\_\_\_ If you currently selling a home, please provide a copy of the most recent mortgage statement and a copy of the Purchase and Sales agreement;
  - \* You will be required to provide a final closing disclosure when it becomes available.**
- \_\_\_\_\_ If you have sold a home in the last 12 months, please provide a copy of the final settlement statement;

If you have any questions with regards to completing this application,  
please call **Melina Lodge at 401.721.5680 ext. 104**