

# CHLT-RI Rental Application for Income Certification

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT FOR COMPLETION. APPLICATION AND SUPPORTING DOCUMENTS SHOULD BE SUBMITTED IN HARD COPY EITHER IN-PERSON OR VIA MAIL. PLEASE PROVIDE COPIES OF ALL SUPPORTING DOCUMENTS AS WE ARE UNABLE TO RETURN DOCUMENTS TO YOU.

**New Tenant** (New Tenants only) Address of property: \_\_\_\_\_

(New Tenants only) Desired Move In Date: \_\_\_\_\_

**Renewal Tenant** (Existing Tenants only) Lease Renewal Date: \_\_\_\_\_

## 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	Individual will reside in unit at least 50% of the year	
			YES	NO
_____	_____	_____	YES	NO
_____	_____	_____	YES	NO
_____	_____	_____	YES	NO
_____	_____	_____	YES	NO
_____	_____	_____	YES	NO
_____	_____	_____	YES	NO

**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: \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

- 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: \_\_\_\_\_

**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: \_\_\_\_\_

**SECTION 8:** I have a Section 8 Voucher  Yes  No

**REAL ESTATE:**

I have an ownership interest in a home or other real estate.

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

I currently own a home/real estate 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;
  - (a) 2 (two) years, if self-employed**
  - (b) If you are not required by the IRS to submit a tax return based on your sole source of income being nontaxable income or you had no income and you did not file a return, please provide a notarized attestation attesting to that fact;**
  - (c) If you have not filed a tax return but are required to, please provide current IRS Verification of Non-Filing Letter;**
  - (d) If you filed an extension, please provide a copy of the confirmation email that the IRS accepted your request.**
- \_\_\_\_\_ 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 18-23 years old, 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;
- \_\_\_\_\_ Copy of current Driver's License or government issued identification card for each adult in the household;
- \_\_\_\_\_ 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;
- \_\_\_\_\_ If any adult in the household claims to have no income and does not plan to in the coming 52 weeks preceding occupancy and/or has no assets held in their name, please provide a notarized attestation attesting to the applicable facts;
- \_\_\_\_\_ 6 (six) month's most recent checking account statements (all pages);\*see below
- \_\_\_\_\_ 6 (six) month's most recent money market account statements (all pages);\*see below
- \_\_\_\_\_ 6 (six) month's most recent savings account statement (all pages);\*see below
- \_\_\_\_\_ Copy of Section 8 Voucher (if applicable)
- \_\_\_\_\_ 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, and 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;

\*For all non-verifiable deposits over \$100 or if multiple non-verifiable deposits appear on a single day regardless of amount, please provide a written explanation, itemized by deposit, as to the source and nature of the deposit. Please also provide the appropriate supporting documentation when applicable. Examples of a non-verifiable deposit are: ATM deposits, mobile deposits, counter credits, Venmo, Cash App, Zelle or the like.

If you have any questions with regards to completing this application,  
please call **Niva Barros at 401.721.5680 ext. 101**