

# Tax Credit Application Checklist

**Thank you for choosing our community for your new home. To ensure you qualify and expedite your application, please review the Qualifying Standards and Application Agreement for this community. Both are listed on the online application or available in the Leasing Office. Each adult 18 years of age or older must complete an application. We will review your file once: a) your application is accurately completed, b) signed by all required parties, and c) all required documentation is submitted.**

## **STUDENT STATUS DEFINITION:**

A full-time student is anyone (regardless of age) that attends school (including K-12) for five (5) months or more during the calendar year at a regular educational institution. Full-time status is defined by the educational institution and the number of credit hours it deems to be full-time.

## **PLEASE HAVE THE FOLLOWING ITEMS READY, AS APPLICABLE, FOR ALL HOUSEHOLD MEMBERS DURING THE APPLICATION PROCESS:**

### **Misc.:**

- Legal Name of ALL household members
- Date of Birth of ALL household members
- Social Security Number/TIN for ALL household members
- Email address of each household member 18 and older (You MUST have a valid email address)
- Contact Phone number for each household member 18 and older

### **Income Sources:**

- Current Employer (6 most current Paystubs)
- Self-Employed individuals (Last 2 years of full tax returns - all pages)
- Military (3 current LES)
- Unemployment Benefits (Award Letter - all pages)
- Social Security (Award Letter - all pages)
- Public Assistance (documentation)
- Child Support/Alimony (Court Order - all pages & payment history printout)
- Other potential Income - Worker's Compensation, Disability, Death Benefits or Life Insurance Dividends, Veteran's Benefits, Pensions, Other Retirement Benefits, Annuities, regular Gifts, or payments from anyone outside of the household, payments from Rental Property, Land Contracts, or other forms of Real Estate, Severance Payments, Lottery Winnings, Inheritances, or any Other Income Sources.

### **Assets:**

- Checking Account (6 most current Bank Statements - all pages)
- Savings or Money Market Accounts, Revocable Trust Accounts, IRA/KEOGH/CD (Certificate of Deposit Account), Stocks/Bonds/Mutual Funds/Treasury Bills/401K/403B, Pensions/Retirement
- Account, Bitcoin/Cryptocurrency (most current statement - all pages)
- Real Estate (ownership/closing paper documentation)
- Whole Life Insurance Policy (current policy - all pages)

### **AFTER screening is completed, have identification ready to verify occupants of household:**

- Valid Government Photo ID
- Non-Citizen Documentation such as Form I-551 Permanent Resident Card or Alien Registration Receipt Card, Form I-776 Employment Authorization Document Card, Foreign Passport/VISA with I-94 Global Entry Form, or Form I-94A with Arrival-Departure Record & containing an endorsement to work
- Birth Certificates (minors)
- Social Security Card