

# DISPLACED TENANT HOUSING PREFERENCE CERTIFICATE APPLICATION

## EXPIRATION OF AFFORDABILITY RESTRICTIONS

### DTHP DOCUMENTATION CHECKLIST

The following documentation is due for each household member who is 18 years old or older.

Household Last Name: _____	HH member #1	HH member #2	HH member #3	HH member #4
<b>1. IDENTIFICATION</b> Please provide a copy of a valid government issued ID.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. TAXES</b> If you filed a Federal Income Tax form, submit:				
<ul style="list-style-type: none"> <li>▪ Signed and dated copies of the most recent year of Federal Income Tax Returns (IRS Form 1040 or 1040EZ or 1040A form)</li> <li>▪ Include all SCHEDULES, attachments, and W-2 form(s)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you did NOT file a recent Federal Income Tax form, you must:				
<ul style="list-style-type: none"> <li>▪ Complete the attached Income Tax Declaration and submit it with documents to support your claim.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are applying between January 1st and April 15th, you must:				
<ul style="list-style-type: none"> <li>▪ Submit the most recent Federal Income Tax Form filed, and provide W-2 form(s) for the year you are about to file</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. INCOME</b> If you work and receive paystubs, submit:				
<ul style="list-style-type: none"> <li>▪ Copies of the 2 consecutive and most recent paystubs.</li> <li>▪ If hired recently, provide Employment Offer Letter.</li> </ul>				
If you receive severance pay, Social Security, unemployment benefits, retirement income, disability, public assistance, or the like, submit the:				
<ul style="list-style-type: none"> <li>▪ Most recent benefits or award letter stating your income.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are Self-Employed, you must:				
<ul style="list-style-type: none"> <li>▪ Complete the attached Self-Employed Declaration form and attach your Year to Date Profit and Loss statement plus the past 2 years of federal income tax returns.</li> </ul>				
If you are Unemployed and have ZERO income, you must:				
<ul style="list-style-type: none"> <li>▪ Complete the attached Unemployment Declaration</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. ASSETS</b>				
<ul style="list-style-type: none"> <li>▪ 3 consecutive and most recent official bank and asset statements for <b>ALL</b> accounts and include <b>ALL</b> pages.</li> <li>▪ A written explanation and supporting documentation for deposits totaling \$500 or more, not including your documented employment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Housing Assistance Documentation</b> If you receive a subsidy or have a housing voucher, you must:				
<ul style="list-style-type: none"> <li>▪ Submit most recent document stating eligibility for housing assistance voucher or subsidy</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>