



your resource for Affordable Housing



RECERTIFICATION APPLICATION

For Office Use Only:
Date Received: _____

PERSONAL INFORMATION:

Name: _____
Address: _____ Town: _____ State: _____ Zip: _____
Cell: _____ Work: _____
Email: _____

Do you have a Section 8 or Housing voucher: Yes No

Apartment Size: Studio One Bedroom Two Bedroom Three Bedroom

HOUSEHOLD COMPOSITION:

The total household size is: _____

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

EMPLOYMENT STATUS: (Include for all working household members. Attach separate sheet, if necessary.)

Employer: _____
Street Address: _____
Town/State/Zip: _____
Date of Hire (Approximate): _____
Annual Wage - Base: _____ Additional: _____(Bonus, Commission, Overtime, etc.)

EMPLOYMENT STATUS: (Include for all working household members. Attach separate sheet, if necessary.)

Employer: _____
Street Address: _____
Town/State/Zip: _____
Date of Hire (Approximate): _____
Annual Wage - Base: _____ Additional: _____(Bonus, Commission, Overtime, etc.)



Potential applicants will not be discriminated against on the basis of race, color, religious creed, marital status, military status, disability, national origin, sex, age, ancestry, sexual preference, source of income, presence of children, or any other basis prohibited by local, state or federal law.



FINANCIAL WORKSHEET: Include all Household Income which includes gross (before taxes) wages, retirement income (if drawing on it for income), business income, veterans' benefits, alimony/child support, unemployment compensation, social security, pension/disability income, SSI and any dividend income.

Tenants Annual Base Income (Gross) _____

Other Income - Source: _____

Co- Tenants Annual Base Income (Gross) _____

Other Income - Source: _____

TOTAL MONTHLY INCOME: _____

Household Assets: (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase. Complete all that apply with current account balances)

Checking (average balance for 3 months) _____

Savings/CD's/Money Market Accounts _____

Individual Retirement, 401(k) and Keogh accounts _____

Retirement or Pension Funds _____

Stocks, Bonds, Mutual Funds _____

TOTAL ASSETS _____

SIGNATURES:

The undersigned warrants and represents all statements herein are true. I/We understand, this application is used for our continued eligible for an affordable apartment. All information provided shall be verified and additional financial information may be required.

Applicant Signature _____

Date: _____



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MANDATORY FINANCIAL & RELATED INFORMATION

APPLICANT NAME: _____

PROPERTY NAME: _____

1. INCOME VERIFICATION: *Check off all which are appropriate and included in your submittal.*

The most recent five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs);
If Self Employed – Last 12 Months Income & Expense Report
(see sample at <http://mcohousing.com/pdfs/doclib009-sample-Income&Expense-Report.pdf>);
Child Support/Alimony Statement;
Benefit(s) Letter (SS, SSI, SSDI, SSP, VA, etc);
Worker's Compensation, Unemployment, Severance, etc;
Pre-Paid Debit Card (from Social Security or other regular source
Retirement Income (Pension, Annuity, etc);
Gift Letter.

NOTE: You need to provide 5 pay stubs whether you are paid weekly, bi-weekly or monthly.

NOTE: If you have a source of income not listed above, provide appropriate documentation.

2. ASSET VERIFICATION: *Check off all which are appropriate and included in your submittal.*

Checking accounts – Last **three (3) months** of full statements – EVERY PAGE – FRONT AND BACK.
Savings Accounts/Money Market Accounts/CD's – Last **three (3) months** of full statements
Mutual Funds/Stocks – Current Statement
401K/IRA's – Current Statement

NOTE: If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit.

NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.

3. Federal Tax Returns – Last Three Years (NO STATE TAX RETURNS)

NOTE: Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS but is not included in your application, your application will be considered incomplete.

NOTE: If you filed but do not have copies of your Federal Income Tax returns, you can obtain a copy of your transcripts using form 4506-T that you can obtain at irs.gov.

NOTE: If you have not filed tax returns you must provide a letter from the IRS verify non-filing of your tax return(s). Request using form 4506-T that you can obtain at irs.gov.

4. W2 and/or 1099-R Forms: Last Two Years

5. OTHER INFORMATION WHICH MAY BE REQUIRED:

Divorce or Separation Agreement: If in the process of a divorce or separation, you must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets.

Unborn Child as Household Member: If claiming an unborn child you must provide evidence of pregnancy (i.e. letter from your doctor).

Student Status: Proof of student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current **and** next semester.

Applicant Signature _____ Date: _____



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RELEASE OF INFORMATION AUTHORIZATION FORM

PROPERTY NAME: _____

I/We hereby authorize MCO Housing Services, LLC, The Property Leasing Office, or any of its assignees to verify any income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release information to MCO Housing Services, LLC, The Property Leasing Office, or any of its assignees and, consequently, the Project Administrator, for the purpose of determining income eligibility for this property.

A photocopy of this authorization with my signature shall be deemed and used as a duplicate original.

Applicant Name (Please Print): _____

Applicant Signature: _____

Current Mailing Address:

Current Email Address:

Please check here if you authorize MCO Housing Services, LLC and related parties to communicate with you via email only. You would no longer receive communications via the US postal service.



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