



## **REQUIRED FINANCIAL DOCUMENTS & RELATED INFORMATION**

### **HOMEOWNERSHIP**

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://mcohousingservices.com/pdfs/doclib009-sample-Income&Expense-Report.pdf>);  
Child Support/Alimony Statement;  
Benefits Letter (SS, SSI, SSDI, SSP, VA, etc);  
Worker’s Compensation, Unemployment, Severance, etc;  
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

**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](http://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](http://irs.gov).

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

5. OTHER INFORMATION WHICH MAY BE REQUIRED:

Divorce or Separation Agreement: If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets. If you are unable to provide then both parties income/assets will be used is determining eligibility.

Reasonable Accommodation: If you require a Reasonable Accommodation you must request the reasonable accommodation as part of your application and if documentation is required, i.e. doctors letter, it **MUST** be included with the application.

Unborn Child: A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application, i.e. letter from 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.



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.

