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Serving DC, MD and VA

Housing Counseling Services, Inc.

2410 17th St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009

202-667-7006 • www.housingetc.org

Income Certification Document Checklist

Applicant's name: _____

Date: _____

Below is a list of the documents that are needed to complete your income certification. If you have not provided these documents within five (5) days of your application date, your application will be considered abandoned.

Forms

Signed Counseling Agreement and Disclaimer _____

Completed Income Verification Form _____

Signed DHCD Share Information Agreement _____

Signed Statement of Authenticity of Income Tax Returns _____

Documentation of Income

Most recent consecutive 3 months' pay stubs for all wage earners in the household _____

Verification of Employment Form _____

Last year's signed federal and local tax returns for all adults in the household _____

Most recent year's W-2s and 1099s for all adults in the household _____

Year-to-date profit and loss statement for self-employed household members _____

Supplemental income/disability award letters for all household members (if applicable) _____

Verification of child support income for all household members (if applicable) _____

Verification of alimony for all household members (if applicable) _____

Verification of income from investments (real estate, stocks, bonds, etc) for all household members _____

Other retirement, annuity or pension income statements for all household members _____

Verification of any type of benefit or voucher assistance _____

Any other documented income for all household members _____

Asset Information

Last 6-months bank statements of ALL bank accounts for all household members _____

Latest annuity, pension, or retirement account statement for all household members _____

Additional Documents

Birth Certificates for all minors _____

Verification of student status for any non-working household member over 18 _____

Copy of government issued photo identification for all household members _____

Proof of current residency (copy of utility bills, bank statement, pay stub or official government mail) _____

For Homebuyers ONLY

Pre-approval letter or pre-qualification letter from your lender *(if applicable)* _____

DHCD Mortgage Cost Analysis Form *(if applicable)* _____

Do you currently own real estate? [YES] [NO] _____

If yes, please provide current mortgage statement. _____

****Please note that as your information is collected and reviewed, we may require additional documentation.***

Applicant's signature

HCS Staff Signature