# Income Verification 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 member’s
- 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