

QUALIFYING FOR HOUSING: REQUIRED DOCUMENTS

Thank you for your interest in our community. We look forward to meeting you and helping you through the application and qualification steps. To make the most of our time together, please gather the following information and documentation.

Please note that failure to provide the needed proof of income and assets may delay the application and qualification process.

INCOME

- ☐ **Social Security** — “Proof of Income Letter”
 - Letter from Social Security Office, print on-line at www.ssa.gov or call 1-800-772-1213
- ☐ **Public Assistance** — i.e. Minnesota Families Investment Program, Aid to Families with Dependent Children, General Assistance, etc.
 - Letter from county showing amount currently receiving
- ☐ **Employment** — Pay stubs (6 most recent, consecutive pay stubs)
- ☐ **Pension / Annuity** — Pension check stubs (4 most recent, consecutive pension check stubs)
- ☐ **Child Support / Alimony** — Documents showing amounts received in current and previous year
 - Printout from <http://www.childsupport.dhs.state.mn.us/Action/Welcome>
- ☐ **Disability** — Disability check stubs (4 most recent, consecutive disability check stubs)
- ☐ **All Other Income** — Documentation showing all other income sources and values

ASSETS (if total assets exceed \$5,000)

- ☐ **Checking Accounts** — Checking account statements (6 most recent checking account statements showing current balances and interest rate)
- ☐ **Savings Accounts** — Saving account statements (most recent savings account statements showing current balance and interest rate)
- ☐ **CD's** — CD statement or printout from website showing current balance and interest rate
- ☐ **Stocks/Bonds/IRAs** — Statements (2 most recent quarterly or monthly statements showing current balance and dividends/interest earned)
- ☐ **All Other Assets** — Documentation showing the current value of all other assets and income received from these assets