

**Applications will only be considered if income verification documents are provided for *at least 30 consecutive days as of the date of your application.* ALL income listed on your application must be accounted for by a supporting document.**

<b>Accepted Forms of Income Verification</b>		
<b>Type of Income</b>	<b>Supporting document</b>	<b>Third party written</b>
Wages (including base and overtime rates, tips, bonuses and incentive payments)	Pay stubs or earning statements	Signed and dated form or letter from employer specifying amount earned and length of pay
Self-employed business	- Profit/Loss Statement - Printed record of income (ex: Paypal, Uber, Lyft, Airbnb)	N/A (note: tax forms will NOT be accepted)
Social Security Income or Disability Income	Annual Award Letter from Social Security Administration	N/A (note: bank statement or tax forms showing SSI or SSDI will NOT be accepted)
Pensions, Annuities, Dividends, Interests	- Passbook showing interest received and period covered - Dividend statement from bond holder or stock company - Bank statement showing deposit	N/A
Alimony	- Check or bank account statement along with written statement or Court Order	Signed and dated written statement from paying party
Child Support	Bank account statement with supporting written statement or Court Order	Signed and dated written statement from paying parent
Public Assistance	- Copy of check issued by agency - Award letter on agency letter head or signed by agency	N/A
Unemployment benefits	Benefit letter	N/A
Veteran's benefits	Benefit letter	N/A
Foster Parent grants or payments	Benefit letter or Court Order	N/A
Military family allotments	Check or letter from agency	N/A
Work study	Earning statement	N/A
Rental Property	- Profit Loss Statement - Dated lease stating monthly payment agreement	Signed and dated written statement from paying party
Adoption Assistance	Benefit letter or Court Order	N/A
Worker's compensation	Check or benefit letter	N/A
Strike benefits	Check or benefit letter	N/A
Monthly payments from sale of property, house or car	Record (check, online transfer) with note indicating purchase	Signed and dated written statement from paying party

## **Income Verification FAQ**

### **Who is included as a household member?**

Any person living or staying at the property listed on your application more than half of the time for the past 30 days; this includes non-family roommates or lodgers (except Airbnb lodgers, see next question).

### **How do I list Airbnb income?**

Airbnb is considered self-employment income, please provide a print out of your online account OR a Profit Loss Statement showing income for the past 30 days.

### **What is *gross* income?**

Gross income includes all money, wages, tips, salaries *before* deductions.

### **What if I have unusually high income in the last 30 days due to overtime pay?**

We understand income may fluctuate from month to month, if the last 30 days are not representative of your what you typically get paid, please wait until there is a month that better represents what you typically bring home and apply at that time.

### **What if I receive income from a source not listed on the table?**

If you receive financial support from a friend, family member, community or faith organization, please provide a signed and dated statement from the person or organization.