DOCUMENT CHECKLIST FOR RENTING WITH AHDC
(This list may not represent everything you need; please verify with the leasing office what you need to bring.)

Place a check beside each category that applies to you:

For all Households:
____ Assets: The average six-month balance (monthly bank statements) for a checking account and the current balance for all other applicable assets. (Verification of these assets may be required.)

____ If marital status is “separated”: A completed “Marital Status” form provided by the leasing office.

For households with employed adults:
____ Verification of Employment form for every employed adult, and signed

____ Proof of Pay: Six most recent paystubs for salary, wages, any other income you receive for work. If you are self employed, please speak with a leasing agent about how to prove your income.

For households with adults who receive benefits/other income:
____ Proof of the gross (before taxes) amount you’ll receive over the next 12 months from income such as Social Security, Disability, Worker’s Compensation, VA Benefits, unemployment pay, alimony, pensions, retirement income, student financial assistance, rental income, AFDC/TANF income, or other program. SNAP/Food Stamps income are NOT counted.
- If you have any other regular income or benefit not listed above, you still must report it.

____ If you receive a recurring gift or contribution: A notarized statement from the person or group giving you the gift of the frequency and amount of payment. Example: your aunt or uncle sends you a check every month for $100.

For households with children under 18:
____ For All Children: Birth certificates for all children OR other proof of age (doctor’s records, school records, etc.)

____ If you have custody of someone else’s children: Copies of court orders granting custody or proof that the child/children physically resides with the resident (doctors records, school records, verification from prior landlord).

____ If you receive Child Support (Court ordered) Copy of the court order from the courthouse or the office of Child Support Enforcement that is not more than 120 days old.

____ If you receive Child Support (Not court ordered) A notarized statement from the person paying support that lists the amount and frequency of payment.

(Continued next page.)
If your child receives benefits: Proof of the gross amount being received over the next 12 months for Social Security, Disability, or any other income benefit.

For households with full-time adult students (college, community college, training program)
Class schedules, tax returns, or other documentation from your school may be required – the leasing office will provide more information.

Thank you for your cooperation in getting these items to our leasing office as soon as possible, so we may begin processing your application. We look forward to having you as a resident on ____/____/_____

IMPORTANT: All verification MUST be completed within 120 days of your anticipated move-in date, or no earlier than ____/____/_____

This information is collected because this property is a “tax-credit property”, which means that the owner utilized a special tax credit program to build and renovate the building, and to offer lower rents. To prevent fraud, this property is required by law to affirm that residents fall within the HUD established income guidelines. We do not sell or share this information. As an equal opportunity housing provider, AHDC provides housing opportunities regardless of race, color, national origin, religion, sex, physical or mental disability, familial status or any other classification protected by applicable federal, state or local law.

Notes: