

DISPLACED TENANT HOUSING PREFERENCE CERTIFICATE APPLICATION

EXPIRATION OF AFFORDABILITY RESTRICTIONS

DTHP DOCUMENTATION CHECKLIST

The following documentation is due for each household member who is 18 years old or older.

Household Last Name: _____	HH member #1	HH member #2	HH member #3	HH member #4
1. IDENTIFICATION Please provided a copy of a valid government issued ID.				
2. TAXES If you filed a Federal Income Tax form, submit: <ul style="list-style-type: none"> ▪ Signed and dated copies of the most recent (2) years of Federal Income Tax Returns (IRS Form 1040 or 1040EZ or 1040A form) ▪ Include all SCHEDULES, attachments, and W-2 form(s) 				
If you did NOT file a recent Federal Income Tax form, you must: <ul style="list-style-type: none"> ▪ Complete the attached Income Tax Declaration and submit it with documents to support your claim. 				
If you are applying between January 1st and April 15th, you must: <ul style="list-style-type: none"> ▪ Submit the most recent Federal Income Tax Form filed, and provide W-2 form(s) for the year you are about to file 				
3. INCOME If you work and receive paystubs, submit: <ul style="list-style-type: none"> ▪ Copies of the 3 consecutive and most recent paystubs. ▪ If hired recently, provide Employment Offer Letter. 				
If you receive severance pay , Social Security, unemployment benefits, retirement income, disability, public assistance, or the like, submit the: <ul style="list-style-type: none"> ▪ Most recent benefits or award letter stating your income. 				
If you are Self-Employed, you must: <ul style="list-style-type: none"> ▪ Complete the attached Self-Employed Declaration form and attach your Year to Date Profit and Loss statement plus the past 3 years of federal income tax returns. 				
If you are Unemployed and have ZERO income, you must: <ul style="list-style-type: none"> ▪ Complete the attached Unemployment Declaration 				
4. ASSETS <ul style="list-style-type: none"> ▪ 3 consecutive and most recent official bank and asset statements for ALL accounts and include ALL pages. ▪ A written explanation and supporting documentation for deposits totaling \$500 or more, not including your documented employment. 				
5. Housing Assistance Documentation If you receive a subsidy or have a housing voucher, you must: <ul style="list-style-type: none"> ▪ Submit most recent document stating eligibility for housing assistance voucher or subsidy 				

