

Required Documentation for Interview/Annual Recertification

To assist with the interview and verifications, Lakeview Apartments will need to verify the following items from ALL household members.

Income:

- Social Security Benefits and/or SSI Benefits Award Letter
- Disability Benefits
- Retirement Pension
- Veterans Benefits Award Letter
- Unemployment Benefits
- If self-employed: last's Federal and State tax returns (1040 or 1099)
- Employers name, address, telephone number and fax number
 - Six (6) most recent consecutive pay stubs or most recent earning statements
 - New Employment Hire Letter
- Public Assistance Awards Letter
- Child Support Payments –
 - Name and address of person required to give support
 - Copy of court ordered Alimony/Child Support and/or court ordered custody agreement
- Any documentation showing proof of other sources of income

Assets:

- Checking Account (last six (6) months of statements; all pages)
- Savings Account (most recent statement; all pages)
- Stocks/Bonds or Treasury Bills
- Certificates of Deposit (CD) or Money Market Account (most recent statement; all pages)
- IRA, Lump Sum Pension, Keogh Account, and/or 401K Plan (most recent statement; all pages)
- Whole Life Insurance Policy (current cash value statement)

Deductions and Allowances:

- Proof of Childcare and/or Handicapped Care Expenses
- Verification of Full Time Student Status (if 18 years of age or older)
- Medical Expenses (ONLY if 62 or older or a person with disabilities)
 - ONLY out-of-pocket expenses that are *anticipated for the next 12 months, and will not be reimbursed by any outside agency.*



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