

## **Applicant Document Checklist**

**Please review list below and provide copies (as applicable) during interview for verification**

- Birth Certificate(s) for ALL Household Members, Photo ID(s), Social Security Card(s), If divorced or separated, copy of court paperwork.
- Evidence of Boston Residency Preference (If applicable) Provide two of the following: Utility bill, lease agreement, voter registration, car registration or insurance, cell phone bill (land line only) etc.

### **Income**

- Employment – Full Time/Part Time/Self-Employment: wages/salary including tips, bonus and commission, if applicable (8 consecutive/current paystubs for weekly pay and 4 consecutive paystubs for bi-weekly pay)
- Copies of recent W2('s) and Tax Returns for 1 year. (if self-employed please provide the past three (3) years),
- Pension/Annuity payments (most recent statement) Military pay (8 consecutive paystubs), Veteran Benefits (recent statement), Social Security, SSI, SSDI and SSP benefits (most recent benefit letter), Disability Insurance payments, Unemployment Compensation Benefits (current printout from the unemployment office or online)
- Worker's Compensation - Form DOL 203
- Child Support - Copy of court order and/or state child support enforcement agency documentation
- Alimony- Copy of Divorce Decree
- Adoption Subsidy Payments, Education Grants, Scholarships or Stipends (printout from financial aid department), Trade Union Benefits, TANF/Public Assistance (recent award letter from DTA), Recurring contributions and/or gift (monetary or not) from friend/relatives, Other (please be prepared to explain)

### **Asset Information**

- Checking Accounts (6 months consecutive bank statements), Savings Accounts (current bank statement)
- Stocks or Bonds (including US Savings Bonds)- copies of paper bonds and/or statements, Mutual Funds/ Trust Accounts (recent statements and/or documentation), Certificate of deposits (recent statement), IRA Accounts (401k, Roth, Keogh or Other Retirement Investment) most recent statements, Whole Life Insurance Policy - recent statement, Real Estate owned - Copy of recent market appraisal estimate of current value of the property and most recent mortgage bill), Real Estate for sale and/or Copy of Listing Agreement
- Real Estate sold within the past two(2) years - Copy of HUD Settlement Sheet

- Real Estate rented - Copy of all expenses related to the rental AND anticipated rental income;
- Information regarding any asset disposed of for less than fair market value within the past two (2) years