

Affordable Rental Document Checklist

If you have questions on the process, please reach out to us
at 347-384-8474 or 535CarltonLeasing@pinnacleliving.com

1 Proof of Identity

ALL APPLICANTS:

BIRTH CERTIFICATE

SOCIAL SECURITY CARD

GOVERNMENT-ISSUED PHOTO IDENTIFICATION (*passport, driver's license, state ID, resident alien card*)

IF APPLICABLE:

MARRIAGE CERTIFICATE

DIVORCE RECORDS

PROOF OF LEGAL SEPARATION

DEATH CERTIFICATE

2 Proof of Income

ALL APPLICANTS 18-YEARS OR OLDER, FOR ALL JOBS:

6 MOST RECENT, CONSECUTIVE PAYSTUBS

EMPLOYMENT LETTER INDICATING CURRENT INCOME

IF SELF-EMPLOYED:

NOTARIZED NET PROJECTION OF INCOME

IF APPLICABLE:

DOCUMENTATION OF UNEMPLOYMENT COMPENSATION

DOCUMENTATION OF ALIMONY AND/OR CHILD SUPPORT (*notarized affidavit, court order, child enforcement spreadsheet*)

DOCUMENTATION OF PENSION, SSI OR SOCIAL SECURITY BENEFITS (*letter from agency indicating current income*)

PROOF OF RECURRING CONTRIBUTIONS OR GIFTS (*signed, notarized letter from person providing assistance*)

PUBLIC ASSISTANCE BUDGET LETTER

3 Proof of Assets

IF APPLICABLE:

6 MONTHS OF RECENT, CONSECUTIVE BANK STATEMENTS FOR ALL CHECKING ACCOUNTS

MOST RECENT STATEMENT FOR ALL SAVINGS, INVESTMENT AND RETIREMENT ACCOUNTS
(savings account, investment account, CD/money market accounts, pension fund, 401(K) account)

PROOF OF REAL ESTATE HOLDINGS DEED

4 Tax Returns

ALL APPLICANTS 18-YEARS OR OLDER:

2017 FEDERAL AND STATE TAX RETURNS AND TAX FORMS *(W-2, 1099, 1098, K-1)*

IF SELF-EMPLOYED:

2017 FEDERAL AND STATE TAX RETURNS AND TAX FORMS *(W-2, 1099, 1098, K-1)*

MINIMUM 3-YEARS OF TAX RETURNS AND TAX FORMS *(W-2, 1099, 1098, K-1)*

IF 2017 RETURNS WERE NOT FILED:

PROOF OF FILING EXTENSION

2016 FEDERAL AND STATE TAX RETURNS AND TAX FORMS *(W-2, 1099, 1098, K-1)*

5 Landlord Letter

ALL APPLICANTS:

PROOF OF PAYMENT HISTORY *(letter from landlord, 12 months of payment receipts)*

6 Miscellaneous

IF APPLICABLE:

SUBSIDY PAPERWORK *(Section 8, LINC, SEPS)*

PROOF OF SCHOOL ENROLLMENT *(verification of pupil registration, signed letter from school)*

CERTIFICATE OF ELIGIBILITY FOR DISABILITY SET-ASIDE *(fully complete certificate stamped and signed by doctor)*