

Affordable Rental Document Checklist

If you have questions on the process, please reach out to us
at 347-391-6355 or Leasing@535carlton.com.

1 Proof of Identity	
	ALL APPLICANTS:
	BIRTH CERTIFICATE
	SOCIAL SECURITY CARD
	GOVERNMENT-ISSUED PHOTO IDENTIFICATION (<i>passport, driver's license, state ID, resident alien card</i>)
	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 (<i>notarized affidavit, court order, child enforcement spreadsheet</i>)
	DOCUMENTATION OF PENSION, SSI OR SOCIAL SECURITY BENEFITS (<i>letter from agency indicating current income</i>)
	PROOF OF RECURRING CONTRIBUTIONS OR GIFTS (<i>signed, notarized letter from person providing assistance</i>)
	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 <i>(savings account, investment account, CD/money market accounts, pension fund, 401(K) account)</i>
	PROOF OF REAL ESTATE HOLDINGS DEED

4 Tax Returns

	ALL APPLICANTS 18-YEARS OR OLDER:
	2016 FEDERAL AND STATE TAX RETURNS AND TAX FORMS <i>(W-2, 1099, 1098, K-1)</i>
	IF SELF-EMPLOYED:
	2016 FEDERAL AND STATE TAX RETURNS AND TAX FORMS <i>(W-2, 1099, 1098, K-1)</i>
	MINIMUM 2-YEARS OF TAX RETURNS AND TAX FORMS <i>(W-2, 1099, 1098, K-1)</i>
	IF 2016 RETURNS WERE NOT FILED:
	PROOF OF FILING EXTENSION
	2015 FEDERAL AND STATE TAX RETURNS AND TAX FORMS <i>(W-2, 1099, 1098, K-1)</i>

5 Landlord Letter

	ALL APPLICANTS:
	PROOF OF PAYMENT HISTORY <i>(letter from landlord, 12 months of payment receipts)</i>

6 Miscellaneous

	IF APPLICABLE:
	SUBSIDY PAPERWORK <i>(Section 8, LINC, SEPS)</i>
	PROOF OF SCHOOL ENROLLMENT <i>(verification of pupil registration, signed letter from school)</i>
	CERTIFICATE OF ELIGIBILITY FOR DISABILITY SET-ASIDE <i>(fully complete certificate stamped and signed by doctor)</i>