

REQUIRED DOCUMENTS CHECKLIST
Returned this checklist with all your documents



Applicant:

Yardi #: T

Applicants are required to provide information needed to confirm eligibility. Below are required forms that need signatures and supporting documents, failure to submit requested information will result in delayed processing or rejection of the application. If you need additional forms for household members please contact us or download them from our website. Please indicate how many copies you are submitting next to the item where request for number (#).

- Application for Continued Occupancy (HCV) _____ / Application for Eligibility (LIPH) _____
- HUD 92006 Supplement to Application for Federally Assisted Housing Household Size _____

Required for all household members:

Select Prefer Language

- Birth Certificate(s) # _____ _____ English _____ Spanish
- Social Security Card(s) # _____ _____ Arabic _____ Other
- HUD 27061-H Race/Ethnicity Form # _____
- Declaration 214 Form (Alien Reg. Card - front and back of card, Cert. of Naturalization, etc.) # _____
- Alien Registration Card (front and back of card) / Certificate of Naturalization, Etc. # _____

Required signatures and documents for all adult household members aged 18 and older:

- HUD 9886-A Authorization for Release Information # _____
- Background Check Form(s) # _____
- Background Disclosure Statement(s) # _____ (LIPH Only)
- HUD EIV Form (former tenant search) # _____
- Valid State of New Jersey ID (every member over 18 years of age) # _____
- HUD 52675 Debts Owed to Public Housing Agencies and Terminations # _____
- Self-Certification of Net Family Assets and Real Property Form
- Community Service Entrance Acknowledgement / CS Exemption Form (LIPH Only)
- HUD 5380 VAWA Notice of Occupancy Rights # _____
- Student Status Form (LIPH Only)
- Copies of Current Rent Receipt / Lease / (PSE&G bill - HCV Only)
- Criminal Activity Policy (HCV Only)
- Income Verification

Paystub: weekly = 4 / bi-weekly = 2

- _____ *If employed provide one month's worth of pay stubs*
- _____ *If receiving SS, SSI, SSD, etc., must present a recently dated Award/Benefit letter*
- _____ *If receiving TANF, HCW, JCW must present a recently dated award letter*
- _____ *If receiving Unemployment provide most recent statement*
- _____ *If receiving Child Support provide statement history of account*
- _____ *Statement from Savings, Checking accounts, Pension*

**Attachment
Community Service Exemption Certification**

I certify that I am eligible for an exemption from the Community Service requirement for the following reason:

- () I am Senior Citizen (62 or older)
- () I am blind or disabled (*Certification of Disability Form will serve as documentation*)
- () I am a resident who cares for a person with disabilities
- () I am an employed resident or residents who are already engaged in a work activity or self-sufficiency program (*Must provide verification from the funding agency that you are complying with job training or work requirements*)
- () I am engaged in a vocational educational training (*not to exceed 12 months with respect to any individual*) or in job-skills training directly related to employment
- () I am enrolled at a secondary school with satisfactory attendance or in a course study leading to a certificate of general equivalence
- () I am a resident providing childcare services to an individual who is participating in a community service program
- () I am receiving TANF (*Note: If the Head of Household is complying with all Program requirements, then every adult member of the household is exempt from the Community Service Requirement*)

Resident

Date