


Readington Township Affordable Housing

Name _____

CHECK LIST		
Completed application	Be sure it is signed !!	
Personal Identification	One of the following for each household member: copy of driver's license, birth certificate, passport, etc. <i>Picture ID preferred for adults</i>	
State Income Tax Return	Signed copy of all pages and all schedules for the last 3 years (2017, 2018, 2019).	
Federal Income Tax Return	Signed copy of all pages and all schedules for the last 3 years (2017, 2018, 2019). <i>You can contact IRS at 1 800-829-1040 to request a duplicate of your return</i>	
Did not file	Provide a notarized statement stating that you did not file and why.	
INCOME DOCUMENTATION		
Employment	4 consecutive current pay stubs OR Letter from employer on company letterhead verifying annual salary indicating length of employment, gross annual income or number of hours worked per week and the hourly wage.	
Self employment	Current certified profit and loss statement	
Social Security	Copy of most recent benefit statement	
Pension	Most recent benefit statement or copies of 4 current consecutive check stubs	
Unemployment	Most recent benefit statement /or copies of 4 current consecutive payment stubs	
Child support/alimony	Copy of the divorce or separation agreement with signatures and copies of four current and consecutive pay stubs or receipts.	
Disability	Copy of most recent benefit statement/ or copies of 4 current consecutive payment stubs	
Welfare: TANF/GA	Verification of benefits	
Any other source of income: mandatory retirement draw, workmen's comp. military pay, etc	4 current consecutive pay stubs	 Turn Over

ASSET DOCUMENTATION

Checking account	6 current consecutive statements, all pages	
Savings accounts:	6 current consecutive statements, all pages	
Interest Income including: CD's, and Money Market Funds	3 current consecutive statements, all pages	
Savings bonds, IRA's Mutual Funds, Stock and any other assets held by financial institutions	Most recent statement.	
Rental income	6 months of payments and expenses	
Homeowner	*Copy of mortgage statement showing outstanding mortgage debt *Current Tax assessment *Documentation of market value appraisal	

GENERAL

Down payment (minimums 5%)/ Security deposit	Submit proof of amount available or a notarized letter stating how amount will be obtained	
Preapproval letter	If purchasing a unit, a written Pre-approval from a financial organization that states the amount they are willing to lend you.	
Section 8 or rental assistance	A valid voucher or other written proof from Housing Office.	
Divorced/Separated	Copy of the divorce agreement with signatures. Note: If you are still legally married your spouse is still a legal part of your household and must be counted.	
Child custody – minor children	If you need a bedroom for a child not always living in your household submit proof of custody: court documentation or notarized letter.	
Paying child support	Payments of child support may be deducted from your income. Copies of court documents stating amount and frequency of payments or copies of 4 most recent payments	
Full time student over the age of 18	Part time income (less than 35 hours a week) from full time students (12 credit hours/semester or more) is not calculated into household gross income for certification purposes. However, proof from their school must be submitted to prove they are full time students.	