



Application for Continued Occupancy

Recertification Document Submission Checklist

To ensure that you have made a complete submission of HUD required documents, please check off each item that you are submitting with your recertification.

<p>Proof of Income (<u>ALL</u> household members)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 4 Current Paychecks / Paystubs <input type="checkbox"/> Unemployment Notice to Claimant Benefit Determination Letter <input type="checkbox"/> Social Security Award/Benefit Letter <input type="checkbox"/> SSI (Supplemental Social Security Income) Letter <input type="checkbox"/> Pension Benefit Letter <input type="checkbox"/> Child Support Yearly Totals/Disbursements <input type="checkbox"/> TANF, SNAP or General Assistance Letter <input type="checkbox"/> Adoption Subsidy
<p>Proof of Resources (<u>ALL</u> household members)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 6 Bank (Mobile) Account(s) Statements <input type="checkbox"/> 6 Retirement Account Statements <input type="checkbox"/> 6 Social Security Direct Express Statements <input type="checkbox"/> 6 Job Card Statements <input type="checkbox"/> 6 EBT Card Statements <input type="checkbox"/> 6 Unemployment Card Statements <input type="checkbox"/> W-2, 1099's, etc. or Wage Income Transcript <input type="checkbox"/> Tax Return or Tax Transcript
<p>Medical Expenses (elderly and disabled ONLY)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Doctors, Dentists, Medical insurance premiums payments, pharmacy invoices, etc., <u>paid in the last 12 months</u>. <i>Must submit prescription statement printouts not individual receipts.</i>
<p>PSE&G and Proof of Rent Payments</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 6 Rent Receipts (Rent Ledger, Money Orders, etc.) <input type="checkbox"/> 6 PSEG Bills or Account History
<p>Full-Time College Students</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current semester class schedule. Must show the student's name, class credits & name of school.
<p>High School Student 18 yrs old or over</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current enrollment/student status letter from the high school. <i>Must include anticipated graduation date and students' name.</i>
<p>Proof of Childcare Payments (Child aged 12yrs or under)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Receipt(s), invoice(s) or copies of money orders as proof of payment to a childcare agency/provider.