FIRST NOTICE

LAKEWOOD HOUSING AUTHORITY
Required Documents for Certification

The following documents are required to complete your certification. Please submit all documents that apply to you and/or any member of your household.

IMPORTANT:

- All documents must be **current**. Documents older than **one (1) month will not be accepted**, with the exception of checking account statements.
- All family members who are **18 years of age or older** at the effective date of certification **must sign all required documents. NO EXCEPTIONS.**

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1. Identification Verification

If not previously submitted, provide:

- Proof of birth (Birth Certificate, Crib Card)
- Driver's License (adults only)
- Social Security Card(s) for any new household member

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2. Tax Return

Submit:

- Most recent **Federal and State Income Tax Returns**
- All returns must be signed and complete
- Include all **W-2 and/or 1099 forms**

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3. Verification of Income (18+)

a. Employment

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- Employer name, address, phone, and fax
- **Two (2) months of consecutive pay stubs**
- Includes gig work (DoorDash, Uber, Instacart, Shipt, etc.)

b. Social Security / SSI / SSD (All Family Members)

- Current benefit letter showing monthly amount

c. General Assistance / TANF

- Benefit letter indicating monthly assistance

d. Pension

- Letter from issuing agency
- If unavailable, a pension check copy may be accepted

e. Child Support

- Court documents, check stubs, or payment printouts
- If paid to Board of Social Services, must be stated in Welfare letter
- Otherwise, provide a statement from probation department

f. Unemployment / Disability / Family Leave / Workers' Compensation

- Official benefit statement
- If newly applied, provide proof of application

g. Self-Employment / Business Ownership

- Completed **Own Business Form**
- Supporting documentation required
- **Profit & Loss statement from accountant (required)**
- Babysitters must complete Childcare Provider form

h. Scholarships / Stipends / Grants / Parsonage

- Letter from institution stating amount and frequency
- **Tuition statement required**
- Receipts for books/supplies (optional for consideration)

i. Reimbursements (Tuition / Childcare / QTR)

- Letter from employer/agency indicating amount and frequency

j. Foster Care / Adoption Assistance

- Most recent benefit statement

k. Other Income/Assistance

- Documentation of any additional financial support (family support, etc.)

Note: All letters from individuals must include:

- Full name
- Address
- Telephone number

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4. Full-Time Students (18+)

- Provide school letter (on official letterhead) confirming full-time enrollment

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5. Custody / Guardianship Verification

- Court order confirming custody (if applicable)
- Notarized letter from parent(s) stating:
    - Support provided or not provided

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6. Verification of Assets (All Family Members)

Includes: Checking, savings, stocks, bonds, CDs, real estate, online accounts (Chime, Cash App, etc.)

Important:

- Any deposit over **$2,000** requires a written explanation

a. Checking Accounts

- Last **6 months of consecutive statements – All Pages**

b. Savings Accounts

- Most recent bank statement or passbook
- ATM slips not accepted

c. Savings Bonds

- Copies of bonds

d. Money Market / CDs

- Official statements or certificates

e. Retirement / Investments (401k, IRA, stocks, mutual funds)

- Most recent statement

f. Loans Given

- Letter from both parties including:
  - Loan amount
  - Repayment status
  - Recipient's contact information

g. Property Ownership Provide:

- Deed
- Current appraisal
- Property taxes
- Insurance policy
- Mortgage statement
- HOA/Condo fees (if applicable)
- Lease (if rented)

h. Life Insurance (Whole Life)

- Complete policy documentation

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7. Childcare Verification

Applicable for children **12 years or younger** where parent(s) work or attend school.

a. Babysitter

- Completed Childcare Verification Form

b. Daycare Center

- Letter on agency letterhead with cost and child details

c. CHS

- Most recent contract copy

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8. Senior/Disabled Applicants – Medical Expenses

Provide documentation for:

- Anticipated medical costs (doctor letters)
- Outstanding balances (provider statement showing payment arrangements; bills not accepted)
- Insurance premium statements (no canceled checks)
- Out-of-pocket costs (prescriptions, dental, vision, mileage)

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9. Utility Payments

- Submit most recent bills (gas, oil, electricity, water, sewer)

Note:

- Failure to provide documentation may result in loss of utility credit
- Utility responsibility is reviewed **once per year during recertification only**

If you have any questions, please contact your case worker.