

Tenant Recertification Document List Tenant-Based Rental Assistance

Tenant:
Address:

(X) Re-Certification () Interim

Please submit a completed application and consent form and provide the documents listed below, as applicable:

Date Submitted	Proof of Income Documentation
	Job Termination letter, unemployment verification letter or other proof of loss of employment on or after March 1, 2020
	Social Security/SSI Awards Letter
	Pension/Retirement/Veteran – Letter/Statement of Benefits
	Contribution Form (for funds received from family, friends, etc.)
	Self-Employment (income, filing of quarterly taxes, etc.)
	Unemployment/Workman’s Comp. Benefits
	Child Support print-out /Court Order
	TANF/Food Stamps (SNAP) – Letter of Benefits
	Other:
Date Submitted	Proof of Assets Documentation
	Checking/Savings-current 3-month statements
	Life Insurance Policy
	Real Property (Address and ownership)
	Interest Bearing Accounts/Certificates of Deposit/Bonds/Stocks
	Other:
Date Submitted	Additional Verification for Submission/Review
	Birth Certificate/Social Security Card/Valid state-issued photo ID
	Proof of Citizenship Status
	Marriage Certificate/Divorce Decree/Separation Certificate
	Legal Guardianship/Custody-Court Order
	Police Report (for domestic violence claims)
	Rent to Pay notice/ 3-day notice
	Past due utility bill (electricity, water or gas)
	Copy of current executed lease agreement
	Vehicle registration/insurance/statement on loan
	Landlord: must enroll as a City vendor
	Other:

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact us at 305-673-7260.

Si usted o alguna persona en su grupo familiar es una persona con discapacidades y necesita una acomodación específica para poder utilizar nuestros programas y/o servicios por favor contacte a su trabajador al 305-673-7260.

