



Required Documentation

ALL HOUSEHOLD members 18 or older must submit the below documents with the application to be considered for the lottery. If mailing in or dropping off at Housing Assistance Corporation only submit COPIES of your documentation.

****Initial** below for the documentation that applies to you; Write **"N/A"** for those that do not apply to you. **

Applicant Name: _____

_____ **Pre-approval letter** from a bank in accordance with LIP or MA 40B guidelines. NO FHA/VA loans

_____ **Identification:** e.g. Driver's license, birth certificate, etc.

_____ **5 most recent consecutive pay stubs if pay is steady without significant variations, or 12 months for inconsistent or seasonal pay.** (For ALL working members of the household, 18 years and older)

_____ **Verification of Employment** from all employers for all working members of the household, 18 years and older. Must be completed by the employer and include projected wage.

_____ **No Income Certification form.** If a member of your household is 18 years or older and NOT working, a notarized statement to that effect is needed. This applies to all household members age 18 and older.

_____ **Student status certification.** Please submit documentation for each child 18 years of age or older verifying their full-time status.

_____ **Verification of any other household income:** e.g. such as social security, SSI, SSDI, TAFDC, VA Benefits, unemployment, pensions, retirement funds, etc. We need official statement of monthly amount received for current year.

_____ **Verification of child support or Alimony:** Copy of child support order, divorce decree, etc.

_____ **3 Months of all Checking Account Statements** (Identification of all cash deposits over \$100 into Checking Accounts (including Venmo, PayPal, Zelle etc. You must identify by highlighting or circling and provide source documents.)

_____ **3 Months of all Savings Account Statements** (Identification of all cash deposits into Savings Accounts (including Venmo, PayPal, Zelle etc. You must identify and provide source documents.)

_____ **3 Most Recent Federal Tax Return (1040) & W2s: Must be signed.** If you have not filed a tax return, please call 800-829-1040 and ask for a print out. Only federal taxes please, no state taxes.

I did not file taxes in year(s) _____, Initial _____

_____ **Verification of cash value of all assets:** Assets are generally non- cash items that can be converted to cash, such as stocks, Certificates of Deposit, IRA's retirement funds. This does not include car or furniture. A detailed list can be supplied upon request.

◆ **SELF EMPLOYMENT: People who are self-employed will need to submit ALL of the above applicable documentation plus the following:**

_____ **Copies of Schedule C for the past two (2) years.**

_____ **A Notarized Profit and Loss Statement** reflecting your earnings and expenses, to date for the current year. The name of the business must be on the Profit and Loss Statement. It must show quarterly or yearly profit and loss, include income and expenses and must be for the previous 12 months.