

## Required Documents Needed with Application

### Tenant paperwork includes:

- The tenant application
- The tenant certification

I will need the following documents from the tenant:

- A copy of the Texas Driver's license or ID for everyone in the household that is 18 years of age and older
- A copy of the current lease
- Notice of late rent payments or notice to evict, if applicable
- **If under eviction, Eviction petition that shows the court docket# and Justice of the Peace**

Income Verification:

- A copy of paystubs for the last 30 days for anyone in the household receiving income
- If anyone in the household is receiving unemployment, I will need a statement that shows the gross benefit amount and dates and amounts received
- **Filed** 2020 IRS form 1040
- A 2021 Award Letter if anyone in the household receives SSI or Social Security Benefits (Including Minors)
- 2020 IRS for 1099-Misc for Contractor income
- Letter from your employer verifying gross wages must include pay rate, hours/weeks and pay date
- If anyone in the household is 18 years of age and older and does not have any income, they will sign the attached DIS (Declaration of Income Statement)
- If tenant receives SNAP, CEAP or Medicaid, a notice or statement that shows the amount.
- Please make sure that **all** fields are answered or marked, and paperwork is signed by all parties.

### Landlord paperwork includes:

- The landlord form and certification
- An ACH form for direct deposit payment along with a **copy of a voided check**
- W9

We will need these forms filled out, signed, and returned along with a copy of:

- Government issued ID if individual or sole proprietor
- Proof of ownership, this can be a copy from the Appraisal District, must show property address and list the same owner entity as the applicant applying
- The current lease
- Notice of late rent payments or notice to evict, if applicable
- **If under eviction, Eviction petition that shows the court docket# and Justice of the Peace**