

**Owner/Manager Referral for Project Based Vacancy**

**Project Name:** \_\_\_\_\_ **Owner/Manager:** \_\_\_\_\_

**Owner/Manager Contact:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**Unit # and Bedroom Size:** \_\_\_\_\_ **Unit Vacated By:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **A Way Home (if applicable):** \_\_\_\_\_

**For any application for a waitlist property please include the spreadsheet exported from Affordable Housing and the letters sent to the applicants.**

Applications can typically be turned around for issuance within a 2-week time period if this referral form is completed and the verifications required are submitted along with the original, complete application. Acceptable verifications are listed below:

- ◆ For all household members:
  - Documentation of Social Security numbers (copy of SS card, Benefit letter showing full name, number, etc.
  - Proof of legal identity – a state or federally issued ID or a birth certificate.
- ◆ For any household member who is disabled, **but not receiving SSI/SSDI**:
  - Verification of disability form
- ◆ For any household member who receives Social Security benefits:
  - A current award letter. If the applicant does not have one, they can obtain it by creating an account online at <http://www.ssa.gov/myaccount/> or by calling 1-800-772-1213
- ◆ For any adult household member who has no income:
  - A no income form
  - An expense worksheet
- ◆ For any household member who is employed:
  - A recent letter of hire showing number of hours per week and rate of pay OR
  - A payroll summary generated in the last 60 days showing gross pay OR
  - 4 consecutive weeks of paystubs issued in the last 60 days
- ◆ For any household member who receives General Assistance, Reach Up/TANF/RUFA/PSE or other grants ESD:
  - A copy of the eligibility determination. (Please note, we do not need verification for food stamps or health benefits)
- ◆ For any household member who receives unemployment benefits:
  - 2 consecutive check stubs OR
  - The award letter stating the amount of the weekly benefit
- ◆ For child support:
  - A copy of the child support order, if the amount is being received is the same as the amount of the order OR
  - A payment history from the Office of Child Support
- ◆ For any assets (including those held by a bank, broker, fund manager, credit union, retirement account, certificate of deposit (CD), i.e. checking acct, savings acct., etc.)
  - A complete statement of the account, dated within the past 60 days
- ◆ For any household member who is 18 or older and enrolled in college/higher education:
  - Documentation from the institution confirming enrollment status
  - Documentation of tuition and financial aid
- ◆ For families claiming out-of-pocket childcare expense (if working or attending school):
  - Documentation of the amount of out-of-pocket expense
- ◆ For elderly or disabled families claiming a medical deduction for ongoing medical expenses which are paid out of pocket:
  - Documentation of the out-of-pocket expense – i.e., a statement from the pharmacy indicating the last 12 months of out-of-pocket costs.