

DOCUMENT UPLOAD FOR TENANT APPLICATION

PLEASE UPLOAD THE FOLLOWING DOCUMENTS:

- 1) Copy of the executed lease or rental agreement.
- 2) Copy of a valid driver's license or photo ID issued by a government entity for each household member age 18 and older
- 3) Copies of past due rent and eviction notices, if applying for rent arrears
- 4) Copies of past due utility/home energy cost notices, if applying for utility arrears
- 5) Printout of unemployment benefits from the NYS Department of Labor available at <https://applications.labor.ny.gov/IndividualReg/>
- 6) The following income documentation:

If tenant chooses the 2020 Annual Income - Option #1:

- Signed 2020 IRS Form 1040 or receipt for E-filed 2020 IRS Form 1040 for all household members 18 years of age or older
- 2020 W-2 Form and Form 1099
- Schedule C (if self-employed)
- Documentation to support income received in 2020 such as copies of unemployment benefits, social security, public assistance budget, alimony, child support, pensions, disability, retirement funds, self-employment and income from rental property
- Form 1099G for unemployment benefits received for 2020 for all household members who received unemployment
- Full time student verification for household members age 18 and older that has income

If tenant chooses the Current Monthly Income - Option #2 (NOTE: monthly income must be extrapolated over a 12-month period to determine household's income):

- Two most recent month's pay stubs or wage statements for all household members 18 years of age and older
- Two most recent monthly bank statements for all household members 18 years of age and older
- Documentation to support income received during the most recent two-month period including interest statements, income from self-employment, unemployment benefits, social security, public assistance budget, alimony, child support, pensions, disability, retirement funds, and income from rental property
- Printout of unemployment benefits from the NYS Department of Labor, which is available at <https://applications.labor.ny.gov/IndividualReg/>. Tenants should create a user name and password. Print out the payment history not the 1099G.
- Full time student verification for household members age 18 and older that has income