

VERDANT FORT GREENE

240 Willoughby Street, Brooklyn, New York 11201

REQUIRED DOCUMENTS

Please provide the following documents for everyone who will live in the affordable unit.

EMPLOYMENT INCOME	
<input type="checkbox"/>	Most recent and consecutive paystubs that represent one month of wages: <ul style="list-style-type: none"> • If paid monthly, bimonthly, or biweekly – 2 paystubs • If paid weekly – 4 paystubs
<input type="checkbox"/>	If paid in cash, proof of cash payments: <ul style="list-style-type: none"> • Employer letter • Bank statements that support deposits
SELF EMPLOYMENT INCOME	
<input type="checkbox"/>	Copies of last year’s signed Form 1040, with schedule C, E or F
<input type="checkbox"/>	Copies of all 1099s from the last year
<input type="checkbox"/>	An estimated projection of your NET self-employment income (gross income minus expenses) for the next 12 months. CPA letter or tax preparer statement on letterhead, or self-certification. Copies of expenses, receipts, and other backup documentation may be required.
For each household member with a business or that is self-employed without documented tax filings, provide:	
<input type="checkbox"/>	An estimated projection of your NET self-employment income (gross income minus expenses) for the next 12 months. CPA letter or tax preparer statement on letterhead, or self-certification, is acceptable.
<input type="checkbox"/>	All third-party documentation supporting the estimate. Examples: receipts, records of expenses, invoices, deposits, cancelled checks, etc.



GOVERNMENT BENEFITS INCOME

Child Support or Alimony:

- Copies of separation or settlement agreement(s) stating the amount and type of support and payment schedule, OR
- Copies of any official statement or print-out for child support (dated within the last 120 days and showing activity and amounts), OR
- A self-certification from applicant or payee indicating the support amount and frequency. Supporting documentation may be required.

Adoption assistance payments

Payments received for the care of foster children or adults.

Earned income of foster adults (do not include the earned income of foster children)

Rental Income:

Proof of Income from rental properties

Gift Income:

Self-certification signed by the person providing assistance, including the purpose of the income, dates and value of gift(s), and how often the gift is provided (weekly, monthly, annually).

Other Income:

Documents that support any other recurring income being received by the household

HOUSEHOLD ASSETS OVER \$52,787

If household assets total over \$52,787, provide:

<input type="checkbox"/>	Most recent statements for all bank accounts, e.g. checking, savings, money markets, e-banking such as Venmo/Cashapp/Paypal
<input type="checkbox"/>	Most recent investors' statement for stocks and bonds
<input type="checkbox"/>	Most recent statement for life insurance policies
<input type="checkbox"/>	Estimated current value of real estate or other investment property, most recent mortgage bill. If selling: price, estimated broker's fee and closing costs.

HOUSEHOLD MEMBER INFORMATION

<input type="checkbox"/>	Copies of birth certificates for all minors in the household AND social security card (if applicable)
<input type="checkbox"/>	Copies of picture ID for all persons over 18 (examples: driver's license, passport, Military ID, NYC Municipal ID, non-driver ID)
<input type="checkbox"/>	Copies of school letters verifying enrollment for all adult (18 years or older) household members attending school (examples: college, university, training programs)
<input type="checkbox"/>	Self-certification stating last date of employment for any previous jobs listed on application
<input type="checkbox"/>	Proof of legal custody or guardianship of all minors (if you are not listed on the birth certificate)

RENT PAYMENT HISTORY AND CREDIT REVIEW

Applicants have the choice of either providing 12 months of complete rent payments or consenting to a credit review.

OPTION 1

If you wish to provide rental payment history, you must bring:

1. Proof of the amount you are supposed to pay in rent monthly, like your lease, a notarized affidavit from the building owner or manager, etc.

AND

2. Proof that you have paid the full rent each month for the last 12 months. For example:

- Formal rent receipts
- Evidence of monthly withdrawals, payments, or transfers, e.g., bank statements
- Money order receipts or copies
- Canceled checks
- Landlord's written record of rent payments, i.e., rent ledger

** If the evidence of rent payments that you provide is incomplete or difficult to verify, you may provide your written consent to the Marketing Agent to contact your current/previous building owner or manager for a rent ledger.*

OPTION 2

If you do not wish to provide rental payment history, or are unable to, you may consent to a credit review.

Has another building manager, owner, real estate broker, or other building representative run a credit check for you within the last 30 days?

- Yes:** bring your copy of the credit check. You could avoid an additional credit check and fee.
- No:** be prepared to pay the non-refundable credit check fee of \$20.00 (maximum)