

## METRO INTERFAITH HOUSING MANAGEMENT CERTIFICATION PROCEDURES

### REQUIRED VERIFICATION FOR ALL HOUSEHOLD MEMBERS APPLYING FOR HOUSING:

#### Income Information:

- Social Security - statement of current benefits
- SSI / SSD - statement of current benefits
- DSS – current statement of all monies received
- Pension or Annuity- current award letter from the company
- Employment - last 6 pay stubs
- Alimony / Child Support – award letter from the court or county
- Documentation of all income from other sources

#### Assets/Bank Accounts:

- Savings accounts, stocks, bonds, CD's, trusts, etc. – statement showing current balance and percentage rate
- Checking accounts – 6 consecutive months statements and percentage rate
- Mortgage Note, Life Insurance Policy, Pre-paid Burial Account

#### Medical Information:

- Current copy of health insurance premium - receipt or canceled check
- Any prescription insurance premiums - receipt or canceled check
- Prescriptions - Print out can be obtained from your pharmacy for 1 year

#### Medical expenses include:

- Services of physicians and other health care professionals that are not covered by insurance.
- Hearing aids and batteries.
- Over the counter medications: Must have receipts for the whole year as verification for all over the counter drugs, incontinence products, etc. and doctor's written instructions that you require this product due to a certain medical condition. Excluding: ointments, eye drops & vitamins.
- Twelve months Medical expenses anticipated to be paid by resident. You will need doctor's verification that you will need treatment "X" number of times during the coming year. One time medical expenses are not included. Proof of current outstanding medical bills.

**Real Estate Owned:** Net market value (proof, such as an appraisal on letterhead from a realtor showing Current Market Value less Commissions, Lawyer Fees and Closing Costs)

**Birth Certificate, Social Security Card** – we will copy

#### Citizenship

**Landlord History:** Your previous address(es) for the last 10 years PLUS your past landlord name(s) and address(es) for the last 10 years.

**If you have not rented previously:** Please provide two (2) personal, written references from anyone but family. These should be from someone who knows you well and is willing to recommend you as a desirable tenant.

**Eventually an appointment will be made to inspect your current Living Arrangements.**

