



APPLICATION PACKET CHECKLIST- TAX CREDIT

Dear Applicants:

We are pleased that you have shown interest in our apartment complex. In order to properly process your application there are several steps you must follow.

In order to be placed on the waiting list you must gather all the documents required and bring them with you to you drop off your application packet. If there is a medical or transportation problem; or, if you live out of the area, you may alternatively apply mail.

The following is a checklist that is meant to be an aid to ensure that you have all required documentation when you apply at our building. Please note that this list is not all inclusive.

- Application for Occupancy (PPMG-2TC)
- Rental Application Attachment (PPMG-6)
- Applicants Consent Release Criminal Background (PPMG-4)
- Resident Selection Criteria (RSC) (PPMG-74)
- RSC Signature acknowledgment (PPMG-74a)
- Picture ID/DL
- Birth Certificate, Passport or Permanent Residence Card.
- Most current consecutive check stubs (last 3 months) (must be within the last 90 days of today's date).
- Most current statement for all savings, 401K, IRA, Bond, Stocks, etc accounts (must be within the last 90 days of today's date).
- 6 months of bank statements for all checking accounts (must be within the last 180 days of today's date).
- Most current statement of benefits (EDD, SS Award Letter, Notice of action for AFDC/DPSS/CAPI/CAIworks, etc., (must be within the last 90 days of today's date).

Please keep in mind that in order to qualify for the Program, you cannot have any evictions, felonies, misdemeanors, and negative debts that exceed \$5,000.

Note: Some misdemeanors may be disregarded if you fully disclaim them in your application.

Thank you in advance for your cooperation. We look forward to having you as a tenant. If you have any questions, please do not hesitate to contact us.

Sincerely,

Preservation Partners Management Group