

Date: _____

Dear Resident:

After reviewing the information you provided for your _____ certification/recertification, we still require additional information or action from you before your certification can be completed. Please see the items indicated below.

- Your preliminary information is incomplete. Please submit:
 - Completed application
 - Completed Tenant Income Certification Questionnaire
 - Current Prior, 1040 or W-2 forms
 - Profit and loss statement (self-employed)
 - Paycheck Stubs _____
 - certification of non-working tenant
 - Bank statements:
 - Bank Statements for checking account from _____
 - Most current statement for all savings or time deposits
 - Verification of monthly child support
 - Verification of childcare services AND copies of payment receipts _____
 - Current value of real estate
 - Monthly annuity or pension payments
 - Recent award letter from Social Security or Welfare
 - Support payments from relatives (monthly amount – statement)
 - Award letter from unemployment
 - other (specify below)
- _____
- _____
- _____
- _____
- _____

Please be advised that after you complete the Tenant Income Certification Questionnaire, the required information may differ.

Move-In Certification:
You have 5 business days from the date of this notice to contact the property manager in order to prevent your household from being removed from move-in process.

Annual Recertification:
Please be advised if you do no recertify by _____, your tenancy will be terminated.
(Recertification Date)

Please return the paperwork to the manager's office.

Very truly yours,

Community Manager