

Central Texas Council of Governments  
Housing Assistance Division

2180 N. Main St. ▪ PO Box 729 ▪ Belton Texas 76513  
254-770-2300 ▪ 1-888-488-4911 ▪ (Fax) 254-770-2329

**Documentation and  
Verification Guide**

**IMPORTANT INFORMATION**

The Department of Housing and Urban Development (HUD) and the Central Texas Council of Governments Housing Assistance Division require that your income and family composition be reviewed to determine eligibility for the Section 8 Housing Choice Voucher Program. Applicants and Participants must disclose information regarding income, family composition, assets, and business, personal and household expenses. To be eligible for assistance all potential sources of income as well as other types of information must be disclosed.

**Important:** Required information that you provide to us shall generally be verified in the following order and manner: (Bring original documents; we will make copies.)

- 1) **Enterprise Income Verification (EIV):** using HUD's Enterprise Income Verification (EIV) system. This system is not available for income verification of applicants.
- 2) **Upfront Income Verification (UIV):** using a non-HUD system through an independent source that systematically and uniformly maintains income information in computerized form.
- 3) **Third Party Written Verification/Tenant Provided:** an original or authentic document generated by a third party source dated within 60 days of appointment or CTCOG request date. These documents may be in the possession of the tenant or applicant. However, CTCOG may, at its discretion, reject any tenant provided documents.
- 4) **Traditional Third Party Written Verification:** a standardized form to collect information from a third party source. The form is completed by the third party and CTCOG sends the form directly to the third party source by mail, fax or email and it is returned to CTCOG in the same method. This type of verification is not in the possession of the tenant or applicant.
- 5) **Third Party Oral Verification:** independent verification of information by contacting the individual income/expense source via telephone or in-person visit.
- 6) **Tenant Declaration:** tenant submits an affidavit or notarized statement of reported income and/or expenses to CTCOG. This verification method is to be used as a last resort only when CTCOG has not been successful in obtaining information via all other verification techniques.

**To help speed your eligibility determination and get or keep your rental assistance, the information and documentation listed on the back of this page should be provided at the time of your interview.**

**If you do not provide the requested information and/or documents on the back of this page, you must, at a minimum, provide CTCOG full contact information for all income and expenses. However, please be aware that this may delay the processing of your file.**

**WARNING:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to knowingly and willfully falsify, conceal or cover up by any trick a material fact; make any materially false, fictitious or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry to any Department or Agency of the U.S. as to any matter within its jurisdiction.



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**DOCUMENTATION AND VERIFICATION GUIDE DOCUMENTS**

ITEM	PLEASE PROVIDE AND/OR BRING TO APPOINTMENT
Wages	Four current and consecutive pay stubs <b>OR</b> payroll printout detailing at least the last 4 pay periods <b>OR</b> current typed or handwritten letter from employer on company letterhead stating the employment start date, average hours worked per week, hourly pay rate, pay cycle and overtime (if any). Letter must have an original signature and contain complete contact information to include: name, address, phone number, email address (if any) and fax number (if any).
Self-Employment	Tax return from previous year
Cash Contributions	Current typed or handwritten letter from the source/person detailing the total dollar amount, on average, that is given monthly. Letter must have an original signature and contain complete contact information to include: name, address, phone number, email address (if any) and fax number (if any). We will call to confirm source did write letter.
Non-Cash Contributions (i.e. family or friends that pay bills, purchase food, clothes, household supplies, diapers, or pay for any other expenses)	Current typed or handwritten letter from the source/person detailing the total dollar amount, on average, that is given monthly and what the money goes toward buying or paying (list each separately). Letter must have an original signature and contain complete contact information to include: name, address, phone number, email address (if any) and fax number (if any). We will call to confirm source did write letter.
Child Support from the OAG	CIN Number and Current payment history printout for each case/child.
Child Support from obligated parent	Current typed or handwritten letter from the person detailing the total dollar amount, on average, that is given monthly. Letter must have an original signature and contain complete contact information to include: name, address, phone number, email address (if any) and fax number (if any). We will call to confirm source did write letter.
Social Security / SSI / SSDI	Current award letter (dated within last 60 days). You may request a Proof of Income letter at 1-800-772-1213 or www.ssa.gov
Periodic Payments (i.e. TANF, food stamps, adoption/foster subsidy, unemployment, pension, retirement, spousal support, VA, workers' comp)	Current award letter or payment print-out from the source (dated within last 60 days).
Checking and Savings Accounts	One current and entire bank statement, including <b>ALL</b> pages, for each account. (Do not bring in only the cover letter.)
Stocks, Bonds, Certificates of Deposit (CD), Money Markets	One current statement for each account showing principal amount, interest rate and dividends earned.
Real Property/Land or Property Owned or Bequeathed	Current property tax statement with assessed value
Whole Life Insurance	Current insurance policy or current statement from source stating cash value of policy
School Grants/Loans or Full time Student Status (if 18 or older)	Current award letter (dated within last 60 days) for grants/loans (i.e. PELL, GI bill, Work Study) <b>OR</b> current letter from registrar of school verifying registration, enrollment, full time student status and financial aid received (if any). Letter must have an original signature and contain complete contact information to include: name, address, phone number, email address (if any) and fax number (if any).
Child Care Expenses	Current payment printout from agency <b>OR</b> current typed or handwritten letter from the agency/person detailing the total dollar amount that you pay monthly. Letter must have an original signature and contain complete contact information to include: name, address, phone number, email address (if any) and fax number (if any). <b>WE WILL NOT ACCEPT CCMS DOCUMENTS.</b> We will call to confirm source did write letter.
Medical Expenses	Pharmacy print-out for past year for each pharmacy used and/or current statement of insurance premiums and/or current receipts showing recurring and ongoing payments on outstanding medical bills and/or dates of appointments/trips and corresponding mileage log.
Need for a Live In Aide	Current typed letter on letterhead from the doctor detailing the necessity for a live in aide and the exact number of hours/times and/or days the aide is required. Letter must have an original signature and contain complete contact information to include: name, address, phone number, email address (if any) and fax number (if any) <b>OR</b> a completed reasonable accommodation form.