

DOCUMENT TURN IN DATE:

Verification Checklist – 2nd and Final

Date: _____ **Applicant:** _____ ☒ **Formal Appointment**

This checklist verifies all the documents provided during the formal appointment to determine eligibility for the Housing Choice Voucher Program. **If these items or any items listed on cover page of the formal application are missing, you must return them to our office within 10 business days. Failure to return and submit required documents by 4 pm on that date will result in the cancellation of the application. ALL asset and income information MUST be turned in, complete (all pages) and unredacted even if it is not listed on this sheet.** All documents must be dated less than 60 days old at the time they are turned into CTCOG. Documents will not be accepted if they contain redacted information. We do **NOT** accept screenshots.

INCOME: (Most recent two months' worth, ALL Pages)

- ☐ Need ☐ Rec'd ☐ N/A Wages/Termination Letter: _____
☐ Need ☐ Rec'd ☐ N/A Self –Employment: _____
☐ Need ☐ Rec'd ☐ N/A Door Dash/Favor/Uber/Lyft/Grub Hub/Online Games, etc: _____
☐ Need ☐ Rec'd ☐ N/A Cash/Non-Cash contributions received from others: _____

☐ Need ☐ Rec'd ☐ N/A Child Support: _____
☐ Need ☐ Rec'd ☐ N/A Social Security / SSI: _____
☐ Need ☐ Rec'd ☐ N/A Periodic payments (unemployment, pension, retirement, spousal support, VA, workers' comp, adoption/foster): _____
☐ Need ☐ Rec'd ☐ N/A TANF / FOOD STAMPS: _____

ASSETS: (most recent 3 months of statements for each account, ALL Pages, please see the next page for more details)

- ☐ Need ☐ Rec'd ☐ N/A Stocks, bonds, CDs: _____
☐ Need ☐ Rec'd ☐ N/A Real Property / Land owned or bequeathed: _____
☐ Need ☐ Rec'd ☐ N/A Cash Value of Whole Life Insurance policies: _____
☐ Need ☐ Rec'd ☐ N/A Financial Institution: _____
☐ Need ☐ Rec'd ☐ N/A Financial Institution: _____
☐ Need ☐ Rec'd ☐ N/A Financial Institution: _____
☐ Need ☐ Rec'd ☐ N/A Financial Institution: _____
☐ Need ☐ Rec'd ☐ N/A Financial Institution: _____

ALLOWANCES:

- ☐ Need ☐ Rec'd ☐ N/A Current Childcare Expenses and/or CCMS Payments: _____
☐ Need ☐ Rec'd ☐ N/A Need for a live-in aide: _____
☐ Need ☐ Rec'd ☐ N/A Medical Expenses: _____
☐ Need ☐ Rec'd ☐ N/A Student; Grants/Loans: _____

IDENTIFICATION / APPLICATION:

- ☐ Need ☐ Rec'd ☐ N/A IDs for adults: _____
☐ Need ☐ Rec'd ☐ N/A Birth Certificates for minors: _____
☐ Need ☐ Rec'd ☐ N/A SS Cards for all: _____
☐ Need ☐ Rec'd ☐ N/A DEC 214 for all: _____
☐ Need ☐ Rec'd ☐ N/A Debts Owed for all adults: _____
☐ Need ☐ Rec'd ☐ N/A All pages filled in, signed, dated: _____

OTHER:

STAFF _____

Add additional items to the back of the page

ASSET ACKNOWLEDGEMENT FORM

***Please check whether or not you have any of the following accounts. Be advised that the list of financial institutions listed below is not all inclusive; statements for ALL accounts must be received even if they are not on this list. Accounts include Checking, Savings, and Investment Accounts. We do NOT accept screenshots.**

☐ YES ☐ NO Ace Flare	☐ YES ☐ NO First Horizon Bank	☐ YES ☐ NO Rapid
☐ YES ☐ NO Albert	☐ YES ☐ NO First National Bank	☐ YES ☐ NO Reliacard
☐ YES ☐ NO Ally	☐ YES ☐ NO Flare	☐ YES ☐ NO Revoult
☐ YES ☐ NO Android Pay	☐ YES ☐ NO Frost Bank	☐ YES ☐ NO Roar Money
☐ YES ☐ NO Apple Pay / Apple Cash	☐ YES ☐ NO Green Dot	☐ YES ☐ NO Santander
☐ YES ☐ NO Bank of America	☐ YES ☐ NO Go2Bank	☐ YES ☐ NO Serve
☐ YES ☐ NO Bankcorp	☐ YES ☐ NO Horizon	☐ YES ☐ NO SMOne (TX child support, even if not currently receiving)
☐ YES ☐ NO Branch	☐ YES ☐ NO JP Morgan	☐ YES ☐ NO Snapchat
☐ YES ☐ NO Brigit	☐ YES ☐ NO Klover	☐ YES ☐ NO SoFi
☐ YES ☐ NO Capital One	☐ YES ☐ NO M & T Bank	☐ YES ☐ NO SoloFunds
☐ YES ☐ NO Cash App (Checking, Savings, etc)	☐ YES ☐ NO Marcus	☐ YES ☐ NO Square
☐ YES ☐ NO Chase	☐ YES ☐ NO Marqeta	☐ YES ☐ NO Stash
☐ YES ☐ NO Chime (Checking, Savings, etc)	☐ YES ☐ NO MetaBank	☐ YES ☐ NO Step
☐ YES ☐ NO Citibank	☐ YES ☐ NO Meta Pay (FB, IG, etc)	☐ YES ☐ NO Stride
☐ YES ☐ NO Citizens	☐ YES ☐ NO Money Lion	☐ YES ☐ NO TD Bank
☐ YES ☐ NO Cleo	☐ YES ☐ NO Navy Federal CU	☐ YES ☐ NO Unicorn Card
☐ YES ☐ NO Comerica	☐ YES ☐ NO NetSpend	☐ YES ☐ NO USAA
☐ YES ☐ NO Cred.ai	☐ YES ☐ NO One	☐ YES ☐ NO US Bank
☐ YES ☐ NO Credit Karma	☐ YES ☐ NO OpenSkyCC	☐ YES ☐ NO Varo (checking & svgs)
☐ YES ☐ NO Dave	☐ YES ☐ NO Oxygen	☐ YES ☐ NO Venmo
☐ YES ☐ NO Direct Express	☐ YES ☐ NO PNC	☐ YES ☐ NO Velocity
☐ YES ☐ NO Earnin	☐ YES ☐ NO Pathward (MetaBank)	☐ YES ☐ NO Wells Fargo
☐ YES ☐ NO Empower Finance	☐ YES ☐ NO Pay Pal	☐ YES ☐ NO Wisely
☐ YES ☐ NO Evolve	☐ YES ☐ NO Pen Fed	☐ YES ☐ NO Xoom
☐ YES ☐ NO Fifth Third Bank	☐ YES ☐ NO Plaid	
	☐ YES ☐ NO Porte	
	☐ YES ☐ NO Providers	

***ASSETS:** Applicants MUST disclose the most recent, complete, unredacted three months of statements for ALL accounts for ALL members of the household, regardless of age, frequency of use, or monetary value of the account. If they are now inactive, you must provide a closure letter. If they were opened within the last three months, you must include a letter from the bank stating the opening date. If a debit/credit card is associated with the account, please write the last four digits of it on the top right-hand corner. **All checking, savings, cards, or accounts that mimic traditional banks that are used for financial transactions must be disclosed. Any undisclosed and/or unprovided assets are grounds for termination.**

***Any INCOME** not disclosed is grounds for termination. We require statements for any money deposited into your account, including but not limited to: money given to you by family and friends, self-employment, jobs, Uber, Lyft, Door Dash, Grub Hub, Favor, online games, etc. Money deposited into your account is considered income, as it is money coming in. **If you have deposits equal to or over \$200 from a single person in your accounts, you must supply a notarized letter** from each person stating how much money they give you a month and for what it is to be used. (Cash/Non Cash form available on our website.

We have not gone through the bank statements with you. It is your responsibility to turn in every financial account that you or ANY family member has. We have only marked what we received. We cannot know of an account if you do not disclose it to us. But, if we find it and it has not been disclosed, it is grounds for termination. Additionally, it is your responsibility to give us statements for all income, including notarized letters for any money received from an individual totaling \$200 or more. The amounts **must** match what is found in the accounts. Failure to turn in this **accurate** information is grounds for termination.

REMINDER: YOU MUST BRING COPIES OF ALL DOCUMENTS FROM THE ABOVE LIST TO YOUR FORMAL APPOINTMENT. ONCE WE RECEIVE THIS, WE MAY STILL REQUIRE MORE DOCUMENTS AFTER OUR INITIAL REVIEW. NOT PROVIDING EVERYTHING WE REQUEST WILL MEAN THAT YOUR APPLICATION WILL BE DENIED.

My signature indicates I have read & understand the above and have received a copy of this notice & the due date.

Head of Household Signature: _____ Date: _____

STAFF _____

Add additional items to the back of the page