

Quantico Terrace "The Loft's" Application Questionnaire Checklist

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!!

Your Application Package Contains The Following:

- √ Application Checklist
- √ "Renovate Right" and "Protect Your Family from Lead" Pamphlets
- √ Disclosure of Information on Lead-Based Paint & Lead Based Paint Hazards
- √ Authorization/Release Form – Virginia Employment Commission (VEC)
- √ Analysis and Affirmative Action Form
- √ Application Questionnaire – Part 1 of 5 through Part 5 of 5
- √ Resident Selection Criteria

Provide Copies Of All Items Listed Below As Applicable To Household

For each person applying for occupancy of the housing unit you must provide copies (do not submit originals) of the following along with your completed Application Questionnaire

- Completed Application Questionnaire "The Loft's"
- Analysis and Affirmative Action Form (completed, signed & dated)
- Disclosure of Information on Lead-Based Paint and Hazards (signed and dated by Lessor and Lessee)
- ★ • Birth Certificates or USCIS Documents to verify legal residency (all household members)
- ★ • Social Security Cards (all household members)
- ★ • Driver's License (as applicable)
- ★ • Three (3) months recent consecutive pay stubs for each job, and each person employed
one month
- ★ • VOE –Verification of Employment form signed and dated for each adult household member that is employed for all jobs
 - VEC Verification form signed and dated for each adult household member
- ★ • Current Verification of other household income (alimony, benefits, public assistance disability child support, Social Security, etc.)
 - Notarized Statement –Self-Certification of Child Support Payments (paid/received)
- ★ • Six (6) months complete all pages recent Bank Statements for checking, savings, mutual funds, retirement accounts, bonds, stocks, etc.
one month
- Certification of Zero Assets Form (signed and notarized) as applicable
- Federal Tax return and W-2s for last filing year for each adult
- IRS Form 4506T signed and dated (must be verified by OHCD)
- Current School Records for any adult household member who is not currently working but is attending school

05/2010