

## **FINANCIAL ASSESSMENT REQUIRED DOCUMENTS**

To accurately determine the household size and the area median income. It is essential for the lessee to provide detailed information regarding the individuals who will be part of their **future household**. To facilitate this process, please gather the following documents for each household member aged 18 and older. **Lease transfer information:** If you are planning to transfer your lease to a new individual, please be aware that we will require the documents listed below for this new person. It is essential to submit the necessary documents for the new person only, rather than for the current lessee.

### **INCOME DOCUMENTS**

- PAY STUBS** – Last two months of pay stubs
- OTHER INCOME** – Most recent award statement for unearned income (Pension, social security, disability benefits, etc.)
- FEDERAL TAX RETURNS** – Last two years of federal tax returns, including all forms, schedules, W-2s and/or 1099s ***If taxes are not filed, please provide a written statement***
- SELF-EMPLOYMENT** – ***If applicable*** provide most recent: year to date profit and loss statement and **THREE** years business federal tax returns,

### **ASSETS DOCUMENTS**

- BANK STATEMENTS** – Last two months of bank statements
- INVESTMENT STATEMENTS** - Last two months (401K/IRA stocks & bonds, whole life insurance, real estate)

**LIST OF DEBTS** – (*If applicable*) Provide a list stating the monthly payment, current balance, and remaining years for:

- Mortgage
- Loans (student, personal and auto)
- Line of credit
- Credit cards – total minimum payment, current balance and credit limit
- Any other debt that will appear on the credit report

DHHL will assign you to a service provider. We hope it will be our team, and we look forward to serving you soon