

# Tenant Proof of Income Document Checklist

To process your rental application, please provide the necessary documents from the categories below to verify your household income. This checklist is for your personal records and to submit alongside your physical documents.

## Applicant & Rental Information

Applicant Full Name:

Rental Unit Applied For:

Target Move-In Date:

## 1. Employment Income (Hourly or Salaried Employees)

If you are traditionally employed, please provide at least one of the following:

- **Paystubs (Most recent 3 consecutive pay periods):**  
Notes/Date Provided:
- **W-2 Tax Form (Most recent tax year):**  
Notes/Date Provided:
- **Official Employment Verification Letter:**  
(Must be on company letterhead, signed by HR or Supervisor, stating salary and hire date)  
Notes/Date Provided:

## 2. Self-Employment or Freelance Income

If you own a business, work as an independent contractor (1099), or are a freelancer:

- **Federal Tax Returns (Last 2 years - 1040 Schedule C):**  
Notes/Date Provided:
- **Business Bank Statements (Last 3 to 6 months):**  
Notes/Date Provided:
- **Profit & Loss (P&L) Statement:**  
Notes/Date Provided:

## 3. Alternative and Supplemental Income

If you receive non-employment income, please provide documentation for all applicable sources:

- **Social Security, Pension, or Disability Benefits:**  
Notes/Date Provided:
- **Alimony or Child Support Payments:**  
Notes/Date Provided:
- **Student Financial Aid, Grants, or Scholarships:**  
Notes/Date Provided:
- **Unemployment Benefits:**  
Notes/Date Provided:

## 4. Savings and Liquid Assets (If applicable)

If you are using savings or assets to qualify for the lease:

- **Personal Bank Statements (Showing current balance):**  
Notes/Date Provided:
- **Investment, Brokerage, or Retirement Accounts:**  
Notes/Date Provided:

## Office Use Only - Landlord / Property Manager Verification

Date Received:

Verified Gross Monthly Income:

Verified By (Name/Signature):

Application Status: