

Acceptable Documents List

**Only copies of documents should be submitted or uploaded online.
 Please do not submit original documents. Documents will not be returned once submitted.**

Proof of Income					
Fixed Income	Earned Employment Income	Supplemental Income	Other Earned Income		
<ul style="list-style-type: none"> ○ Award/Benefit letter ○ Most recent filed IRS Form 1040 ○ Most recent IRS Form 1099 	<ul style="list-style-type: none"> ○ All pay stubs received 30 days from the date of the application that include gross and year-to-date amounts received ○ Completed and signed Employment Verification Form 	<ul style="list-style-type: none"> ○ Copy of award amount letter ○ ODJFS documents/ eligibility letter with amounts and dates ○ Housing Authority Documentation ○ Lease/rental agreement ○ Payment printout/ statement from issuing agency 	<ul style="list-style-type: none"> ○ Most recent two years of Federal Tax Returns ○ Most recent filed IRS Form 1040 and Schedule 1 ○ Most recent IRS Form 1099 		
Proof of photo identification	Proof of Home ownership	Proof of Insurance	Proof of current City of Cleveland Rental Registration	Lease Agreement	
<ul style="list-style-type: none"> ○ State Driver's license ○ State Non-driver ID ○ U.S. passport 	<ul style="list-style-type: none"> ○ Copy of property deed ○ Copy of property mortgage statement ○ Property details from Cuyahoga Auditor Office or website ○ <u>If home is owned under a company/ LLC</u>: Operating Agreement and Articles of Incorporation 	<ul style="list-style-type: none"> ○ Copy of insurance policy ○ Documentation from mortgage company 	<ul style="list-style-type: none"> ○ Copy of City of Cleveland Rental Registration ○ Rental Registration number 	<ul style="list-style-type: none"> ○ Copy of signed lease agreement ○ Signed landlord and tenant verification agreement 	