

**NEW YORK CITY HOUSING AUTHORITY
PROPERTY MANAGEMENT DEPARTMENT
List of Supporting Documents**

ACCEPTABLE DOCUMENTS FOR PROOF OF INCOME	
INCOME SOURCE	EXAMPLES OF ACCEPTABLE DOCUMENTS
EMPLOYMENT	<ul style="list-style-type: none"> • Pay Stubs (please provide at least two consecutive pay stubs) • W-2 or W-9 • Verification of Employment from Your Employer • Payroll History
SELF EMPLOYMENT	<ul style="list-style-type: none"> • Federal Tax Returns (1040 A-S, 1040EZ, 1040-L) • 1099 Statements (1099-DIV, 1099-G, 1099-MISC, 1099-R) • Certificate of Net Worth • State Tax Returns (IT-150S, IT-201L) • Transcript of Tax Return
SOCIAL SECURITY	<ul style="list-style-type: none"> • SSI Award Letter • Social Security Benefits
PUBLIC ASSISTANCE	<ul style="list-style-type: none"> • Budget Letter
MILITARY PAY/ VETERANS BENEFITS	<ul style="list-style-type: none"> • Pension Award Letter • Military Pay Statement • Veteran's Pay Statement
WORKER'S COMPENSATION	<ul style="list-style-type: none"> • Workers' Comp Statement
CONTRIBUTIONS	<ul style="list-style-type: none"> • Contributor Statement
PENSION/ANNUITY	<ul style="list-style-type: none"> • Pension Award Letter • Annuity Documents
CHILD SUPPORT/ ALIMONY	<ul style="list-style-type: none"> • Alimony Documents • Statement from Child Support Provider • Court Order • Court Stipulations
ADOPTION/ FOSTER CARE	<ul style="list-style-type: none"> • Foster Care Letters • Guardianship Papers • Letters of Administration

ACCEPTABLE DOCUMENTS FOR PROOF OF ASSETS	
ASSET SOURCE	EXAMPLES OF ACCEPTABLE DOCUMENTS
CHECKING ACCOUNT SAVINGS ACCOUNT	<ul style="list-style-type: none"> • Bank Statement • 1099 Interest Statement
STOCKS/BONDS	<ul style="list-style-type: none"> • Stock Broker Summary/Statement of Stocks, Bonds or Mutual Funds • Stock Certificate (copy) • 1099 Interest Statement
MONEY MARKET FUNDS/ MUTUAL FUNDS	<ul style="list-style-type: none"> • Bank Statement • Stock Broker Summary/Statement of Stocks, Bonds or Mutual Funds • Stock Certificate (copy) • 1099 Interest Statement
RETIREMENT (401K/IRA/ROTH)	<ul style="list-style-type: none"> • 401 K/IRA/ROTH Statement • Bank Statements
LIFE INSURANCE POLICY (Whole Life or Term Life)	<ul style="list-style-type: none"> • Life Insurance Policy Statements
TRUST FUNDS	<ul style="list-style-type: none"> • Proof of Trust Funds (which includes Trust Agreement) • Bank Statement
REAL ESTATE	<ul style="list-style-type: none"> • Letter from an Attorney • Letter or Agreement from the Condominium/Co-Op • Testamentary Letters from the Estate • Proprietary Co-Op Letter • Co-op Shareholder Certificate • Recorded Deed • Unrecorded Deed

ACCEPTABLE DOCUMENTS FOR PROOF OF EXPENSES	
EXPENSES SOURCE	EXAMPLES OF ACCEPTABLE DOCUMENTS
CHILDCARE EXPENSES	<ul style="list-style-type: none"> • Childcare Affidavit
MEDICAL EXPENSES	<ul style="list-style-type: none"> • Medical Documents
DISABILITY EXPENSES	<ul style="list-style-type: none"> • Any unreimbursed Medical or Disability expenses such as Receipts for Prescription or Non-Prescription Medicines, Receipts for Medical Supplies and Equipment, Medical Insurance Premiums, Receipts for Services of Doctors, Health Care Professionals, or Health Care Facilities, etc.

If you are requesting to add a new member to your household, you must provide the following:

- Birth Certificate
- Social Security Card or Alien Registration Card

If the new member has any income, asset, or expenses, you must provide documentation as proof

If you have any questions, please call or visit your local Management Office.

