

### Owner/Manager Referral for Project Based Vacancy

Project Name: \_\_\_\_\_ Owner/Manager: \_\_\_\_\_

Owner/Manager Contact: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Unit # and Bedroom Size: \_\_\_\_\_ Unit Vacated By: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

A Way Home Program: \_\_\_\_\_

Applications can typically be turned around for issuance within a two-week time period if this referral form is completed and the verifications required are submitted along with the original, complete application. Acceptable verifications are listed below:

\_\_\_\_\_ For all household members: Documentation of Social Security numbers (copy of SS card, Benefit letter showing full name and number, etc.)

\_\_\_\_\_ For all household members: Proof of legal identity – a state or federally issued ID or a birth certificate.

\_\_\_\_\_ For any household member who is disabled, but not receiving SS/SSI/SSDI:

- Verification of disability form

\_\_\_\_\_ For any adult household member who has no income:

- A notarized no income form
- An expense worksheet

\_\_\_\_\_ For any household member who is employed:

- A recent letter of hire showing number of hours per week and rate of pay OR
- A payroll summary generated in the last 60 days showing gross pay OR
- 4 consecutive weeks of paystubs issued in the last 60 days

\_\_\_\_\_ For any household member who receives Social Security benefits: A current award letter. If the applicant does not have one, they can obtain it by creating an account online at <http://www.ssa.gov/myaccount/> or by calling 1-800-772-1213

\_\_\_\_\_ For any household member who receives General Assistance, Reach Up/TANF/RUFA/PSE or other grants from the Dept. of Economic Services, a copy of the eligibility determination. (Please note, we do not need verification for food stamps or health benefits)

\_\_\_\_\_ For any household member who receives unemployment benefits:

- 2 consecutive check stubs OR
- The award letter stating the amount of the weekly benefit

\_\_\_\_\_ For child support:

- A copy of the child support order, if the amount is being received is the same as the amount of the order OR
- A payment history from the Office of Child Support

\_\_\_\_\_ For any assets (including those held by a bank, broker, fund manager, credit union, retirement account, certificate of deposit (CD), etc.)

- A complete, unaltered statement of the account, dated within the past 60 days

\_\_\_\_\_ For any household member who is 18 or older and enrolled in college/higher education:

- Documentation from the institution confirming enrollment status
- Documentation of tuition and financial aid

\_\_\_\_\_ For families claiming out-of-pocket childcare expense (if working or attending school):

- Documentation of the amount of out-of-pocket expense

\_\_\_\_\_ For families claiming a medical deduction (in the case of elderly or disabled families only) for ongoing medical expenses which are paid out of pocket:

- Documentation of the out-of-pocket expense – for instance, a statement from the pharmacy indicating what the client has paid out of pocket in the past twelve months.

**In Addition, Please Make Sure That Your VSHA Referral List for This Referral Has Been Reconciled**