Acceptable Forms of Documentation
For Income Verification Purposes

In order to anticipate the correct annual income for tenants during the 12 month-period following certification, it is necessary to provide documentation of anticipated income from all sources outside the family. **W-2 forms are not acceptable** as they do not reflect anticipated income for the next 12 month-period. **Tax returns are only acceptable when the tenant is self-employed** and must be provided along with signed statements from clients and a current profit and loss statement.

Some examples of documentation of current income are, but are not limited to the following:

- Third Party Verification
- Employee Paycheck Stubs (3 months)
- Social Security Award Letter
- Supplemental Security Income Award Letter
- Veteran’s Administration Pension Award Letter
- Pension/Retirement Benefits Award letter
- Signed Statements from Clients (If Self-employed)
- Signed Statements from supporting family members such as:
  - Child Support
  - Alimony
- Social Services Statements such as:
  - Temporary Assistance to Needy Families (TANF)
  - General Assistance
  - Disability Benefits
- Annuity Statements
- Bank Statements (3 months)
  - Checking Accounts
  - Savings Accounts
- Unemployment Benefits Statement
- Zero Income Affidavit, if eligible

Acceptable documentation for student income include:

- Educational Grant Award Letters
- Documentation of the award must support this determination.
- Tuition-related payments must be reported, but will not be counted as student income.

Any question feel free to email HousingTrust@srcity.org or call the main line 707-543-3300.

The City of Santa Rosa does not discriminate against individuals with disabilities in its employment, services, benefits, facilities, programs, or activities. Requests for accommodations, auxiliary aids, or services necessary to participate in a City program, service, or activity, including printed information in alternative formats, are available by contacting the Housing and Community Services Administrative Secretary at 707-543-3300 (TTY Relay at 711) or HousingTrust@srcity.org. Requests should be submitted as far in advance as possible.