

OKALOOSA COUNTY

Rental Housing Income Certification Checklist

You will need to bring the following information in addition to the **completed application**,

ALL Household members includes anyone that will be living in the unit, including minors

1. Income:

- Proof of Identification for all household members (Photo ID, Driver's license, Birth Certificate)
- Latest Federal Tax Return for all household members
- Most recent, consecutive 2 months of paystubs for all household members
- For self-employed (if applicable) - last 2 years schedule C's and current year Profit & Loss
- Current Benefits letters/notices (Disability, Social Security) for all household members
- Court ordered letters of Child Support or guardianship
- Any non-wage income for all household members (monies provided by a person outside of household for ANY reason)
- ANY other type of income for all household members (unemployment, alimony, etc.)

2. Assets: Any account that has any household member's name listed on it. Statements must include institution name, household member name and all pages.

- Most recent, consecutive 3 months COMPLETE bank statements
- Most recent, consecutive 3 months COMPLETE statements for any Mobile Financial and / or Investment Apps (includes but not limited to; Cash App, Venmo, Zelle, Apple Pay, Chime, NetSpend, Wisely, Acorn, Robin Hood)
- Most recent Investment account statements (*IRA, Money Market, 401/retirement, Stocks, Bonds, Property*) (if applicable)
- Whole Life Insurance policy (if applicable)
- Proof of any real estate owned (if applicable)

3. If any of the below household items pertain to you or anyone in the household then please bring these items with you to your appointment as well.

- Divorce Decree
- Letter of adoption
- School letter for child(ren) in your care but not claimed on taxes

- ❖ If you need to email documents for us to print for you those items should be emailed the DAY BEFORE your scheduled appointment. Please note the subject line, YOUR NAME, ADDRESS AND DOCUMENT NAME(S) (e.g. John Smith, 123 Any St., Jan EFCU bank statement)

**For questions or to reschedule, contact Housing Staff
at (850) 609-6183 or via email at housing@myokaloosa.com.**