

## DC Affordable Dwelling Unit Income Verification - Required Documents

For EVERY ADULT (aged 18 years or OLDER) who will live in the home:

**Declaration of Eligibility form.** Download the form [here](#), complete all of it and sign it.

**ID.** Current **driver's license** or non-driver's ID card.

**DC Resident?** *If you live in DC now, TWO proofs of your current DC residence.* The addresses on both proofs must match. Provide two (2) of the following:

- Lease agreement (must be current)
- Utility bill (only water, sewer, gas, or electric accepted, issued in the last 60 days)
- Pay stub showing your address & DC taxes withheld (issued in last 60 days)
- Voter registration card (must be current)
- Mortgage statement (must be current)
- Homeowner or renter insurance policy (must be current)
- Property tax bill (issued in the last 60 days)

**DC Worker?** *If you don't live in DC, but you do work in DC, proof of employer and address where you work.*

**Tax returns.** Last 2 years of all federal and/or foreign **tax returns**. Must be filed copies. Include all attachments, W-2s, 1099s, schedules, etc. If you need a copy of your federal returns OR proof you have not filed, visit [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).

**Pay stubs.** Last 60 days of **pay stubs** from all jobs worked showing your address and taxes withheld.

**Bank statements with deposits explained.** Last 6 months of **bank statements** from all US & foreign bank accounts and explanations for each deposit received (including who gave it to you, what it is for, and how often you get it).

**Other Income.** Check if you have any of the following. If you do, provide the required documentation.

- Venmo, PayPal, Zelle, Cash App, etc.** Last 6 months of **transactions from all peer-to-peer payment apps** used such as Venmo, PayPal, Zelle, CashApp, etc. and explanations for each deposit received (including who gave it to you, what it is for, and how often you get it).
- Self-Employment income** – monthly profit and loss statements for the last 12 months (include supporting documents to support your statements)
- Lyft, Uber, Poshmark, Ebay, etc.** – last 6 months of statements/screenshots
- Alimony and/or child support** – award and last 6 months of payment history
- TANF** – proof of current payments received
- Social security/disability payments** – current award letter
- Pension or other retirement payments** – current proof of distributions
- Gifts** – proof of who gave it to you, what it is for, and how often you get it
- Any other income** – proof of who gave it to you, what it is for, and how often you get it

For EVERY CHILD (under 18 years old) who will live in the home:

**Birth certificate** showing name(s) of parent(s). If both parents are listed & will live in the unit, no further documentation is needed. Otherwise, **ONE** of the following unexpired documents is also needed:

- Court order** showing physical custody of the minor (minimum 50% physical custody)
- School transcript/proof of enrollment** with guardian's name and address