

LIVE LOCAL / WORKFORCE HOUSING

Come Prepared Guide


Submitting a complete application = faster approval.

Most delays happen when documents are missing or unclear. Use this guide to make sure you're ready before applying.

STEP 1 — Quick Eligibility Check

Before you apply, confirm:

- Your household income is within program limits
- All household members are disclosed
- All adults (18+) will apply
- You can provide the documents below

 We cannot process incomplete applications.

STEP 2 — What to Have Ready

Think of this as your **application folder**.

ID (All Adults 18+)

✓ Government-issued photo ID

(driver's license, passport, or state ID)

If applicable:

- Social Security card
 - Permanent resident card
 - Birth certificates for minors
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Income Documents

If You Are Employed

✓ Last **4–8 consecutive pay stubs**

✓ Most recent **W-2**

If newly hired:

✓ Offer letter or employment verification

If You Are Self-Employed

✓ Last **2 years tax returns (signed)**

✓ Year-to-date Profit & Loss

✓ Last **2 months business bank statements**

If You Receive Other Income

Provide documents for anything that applies:

- Social Security / disability
 - Pension or retirement
 - Unemployment
 - Child support or alimony
 - Trust or regular cash support
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Bank Statements (Required)

✓ Last **2 months — all pages**

✓ For all adult household members

Also include if used:

- Investment accounts
- Retirement accounts
- Cash App / Venmo / Zelle history (if used for income)

 Screenshots often cause delays.

 **Housing Information**

Be ready to provide:

- ✓ Current landlord contact
 - ✓ Two years of address history
 - ✓ Consent for credit/background screening
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 **STEP 3 — Upload Like a Pro**

Following these tips can speed up approval by days.

DO:

- ✓ Upload full documents
- ✓ Make sure your name is visible
- ✓ Submit consecutive pay stubs
- ✓ Use clear scans or PDFs

AVOID:

- ⊗ Blurry photos
 - ⊗ Cut-off pages
 - ⊗ Edited or redacted files
 - ⊗ Missing statement pages
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 **STEP 4 — What Happens Next**

- Typical approval: **3–5 business days**
 - Timeline starts once your file is complete
 - Additional verification may be requested
 - Income must meet program guidelines
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 **Most Common Delays (Quick Check)**

Before submitting, make sure you did NOT:

- Miss a pay stub
 - Upload partial bank statements
 - Use screenshots instead of full statements
 - Forget a household member
 - Submit blurry documents
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 **Need Help?**

Our leasing team is happy to help you prepare a complete application.

Tip: Applicants who submit everything upfront are approved much faster.