

**Cheyenne Housing Authority**  
**Recertification Packet Checklist for Public Housing.**

Please use this checklist to make sure all required information is included before submitting your packet.

Included in this packet:

(All household members 18 years and older must sign.)

- \_ Household Declaration
- \_ Authorization for the Release of Information/ Privacy Act Notice
- \_ Supplement to Application for Federally Assisted Housing
- \_ General Release of Information/Consent Form
- \_ Community Service
- \_ Rent Calculation

Please include the following applicable documentation:

- Income Verification
- Employment- Two current, complete consecutive month's paystubs, payroll summary.
- Original third-party authentic documentation for unemployment, POWER/TANF, Child Support, Pension/Retirement, Contributions from others not currently living with you.
- If no income is received in the household, a Zero Income form must be completed (this form can be found on the website, [www.cheyennehousing.org](http://www.cheyennehousing.org).)
- Assets
- Current bank statement from financial institution with a balance shown
- Verification of Childcare Expense
- Three current, consecutive months of receipts from child care provider
- Verification of Student Status and Financial Information
- Student enrollment with name of school and credit hours
- Summary of account verifying grants, scholarships, refunds, cost and fees
  
- Verification of Disability Status
- Receiving Social Security or SSI/State SSI benefits
- Disability Status form
  
- Verification of Medical Expenses (Elderly or Disabled Individuals Only)
- Print outs from doctors and pharmacies or verification of payment

Verification timeframe is the 12 months preceding the first recertification reminder notice