**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