

## A & B Properties

### Information you need to bring with your application:

1. **Completed Application.**
2. **Mailing Address & Telephone numbers where we could reach you.**
3. **Driver License or I.D. for the adults.**
4. **Resident Cards or Certificate of Citizenship.**
5. **Birth certificates** for everybody.
6. **Social Security Cards** for everybody.
7. **Year to date gross wages print out from your job.**  
Every person that works needs to sign **Employment Verification for every job.**
8. **W-2's and Tax Return for current year.**
9. **12 months print out of Child support & Court Case Order** (if you don't have this information you need to go to the court house.)
10. Copy of the **Award letter** of Social Security and Social Security Supplement Income checks. Current & Past year.
11. **Unemployment letter (transcript wages).**
12. **CASH AFFADAVIT:**  
If paid by **CASH**; you need a **notarized statement** from your employer. Example: (**EMPLOYER Name, Address and Telephone Number; NEED TO BE IN A LETTERHEAD!** Letter has to state your **name, job description, seasons, and pay rate weekly, if paid by day, needs to state, how many days you work.**) You have to report your cash income at the end of the year (Tax Return, 1099 misc.).
13. **If your Child is over 18yrs. Of age:**
  1. They need proof of college transcript that shows the credits of every class. You need 12 credits per semester. **Full-Time Students**, we only need your transcript every semester. **Part-Time Students**, you need to bring your transcript and your job information, or letter.
  2. If any other adult are not working, they need a notarized letter of no employment and once you get a job, you need to report it to the A & B management.
14. **Assets? Need to sign Bank Verification.**
15. **Landlord Receipt or Lease Agreement or Notarized statement;** if stay with family members.
16. **Background Check** for Every Adult in household.
17. **Report any other income that not listed.**

#### ATENCION

Si usted no entiende o lee Ingles, nustrros empleados latinos pueden leer y explicar la noticia para usted.

#### ATENCION

Si ou pa konpran -n angle ou byen ou pa ka li, employe nou you ki pale Kreyol ka li e explike ou tout bagay an kreyol.



“This institution is an equal opportunity provider, and employer.”

