

Request for Rental Adjustment

Date: _____ Name: _____ SS # _____

Address: _____

Reason for adjustment: _____

Total family income

List **all income** from **every member** of the household, **if you have no income; provide name and address of person or persons paying for your families day to day living expenses.**

AFDC/TANF \$ _____ Food Stamps \$ _____

Child Support \$ _____ Child Support Case I.D. #: _____

Unemployment \$ _____ Other income \$ _____

Social Security/SSI/VA \$ _____ Pension \$ _____

Employer: _____ Address _____

Date hired _____ Hours worked weekly _____

Rate of pay \$ _____ per hour, week, month (circle one)

If employed you must sign a job verification form.

If you are no longer employed, you must provide a written separation notice from your employer AND sign a job verification form.

Do you pay for childcare? If yes, please provide sitter's name, address and phone number and sign a child care verification form.

List all household members over 18 who attend school. (high school, vocational school, college, etc.)

Name of student _____ School _____

SIGNATURE: _____ PHONE #: _____

Residents must promptly report in writing to the Landlord any changes in income or family composition when they occur between annual re-certifications.

CERTIFICATION OF ZERO INCOME

(To be completed every 90 days by adult household members who are claiming zero income)

Tenant/Applicant Name: _____ Address _____

1. I do hereby certify that I do not individually receive income from any of the following sources:

- Wages from Employment (including commissions, tips, bonuses, fees, etc.)
- Income from the operation of a business
- Rental income from real or personal property
- Interest or dividends from assets (including checking/savings accounts, etc.)
- Social Security (SS/SSI), annuities, insurance policies, retirement funds, pensions/death benefits
- Unemployment, worker's compensation, or disability payments of any kind
- Public assistance payments
- Child support, alimony, or gifts (monetary or non-monetary) received from persons not living in the household
- Self-employment resources (Avon, daycare, Mary Kay, etc)
- Any other sources not named above

2. Choose one:

- Currently, I have no income of any kind and while I am seeking employment, there is no definite job offer now.
- Currently, I have no income of any kind and I will not be seeking employment now.

3. I will be using the following source/s of funds to pay for rent and/or other necessities:

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in termination of the lease agreement.

Signature of Applicant/Tenant _____

Signature of Applicant/Tenant _____

Date _____

