

Date Received: _____

**CITY OF CHELSEA
DEED-RESTRICTED UNIT
INCOME VERIFICATION APPLICATION**

1. Address of Deed Restricted Unit

Address:	_____
Proposed Sales Price:	_____

2. Applicant Information

Name of Applicant(s):	_____		
Name of Co-applicant:	_____		
Number of People in Household:	_____		
Current Address:	_____		
Daytime Phone(s):	_____	Cell Phone(s) :	_____
Email Address(es):	_____		

3. Household Composition Information

Beginning with the Head of household, list the names, birth dates, and relationship to the Head of household of each person who will reside in the unit. Attach a separate sheet if you need more room.

Head of Household

<i>Name</i>	<i>Date of Birth (mo/day/yr)</i>	<i>Gender (F/M)</i>	<i>Relationship to Applicant</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Required Documentation: Social Security documentation for all household members



6. Non-Employment Income

Indicate if any household members receive income from sources other than employment

Retirement or
Disability:

_____ \$ _____
Name of Recipient *Name of company* *Amount of monthly income*

Required Documentation: A letter from the source of retirement or disability income stating your benefits and how long you have been receiving them or a copy of your most recent check.

Child Support/Alimony \$ _____
Amount Received Weekly Bi-Weekly Monthly

Required Documentation: A copy of most recent check(s) for one month's alimony/child support or a copy of the court order or a letter from your lawyer stating the amount received, frequency you receive payment, and the date you started receiving that amount.

Social Security
Income:

_____ \$ _____
Name of Recipient *Gross monthly income*

Required Documentation: A letter from Social Security stating your benefits or a copy of your most recent check or a bank statement.

Veterans
Assistance:

_____ \$ _____
Name of Recipient *Gross monthly income*

Required Documentation: A letter from Veteran's Administration stating your benefits or a copy of your most recent check or a bank statement.

Public
Assistance:

_____ \$ _____
Name of Recipient *Gross monthly income*

Required Documentation: A letter from the Public Assistance Office stating your benefits and how long you have been receiving them.

Unemployment:

_____ \$ _____
Name of Recipient *Gross monthly income*

Required Documentation: Your most recent unemployment check stubs or a letter from unemployment stating amount of benefits and the date benefits began.

Interest/Dividend
(in excess of
\$100)

_____ \$ _____
Name of Recipient *Source of Interest/Dividend* *Gross monthly income*

Required Documentation: A letter from the source of the income stating the amount of interest earned in the last twelve months.

Other:

\$ _____
Amount Received *Source*

DOCUMENTS CHECKLIST SUMMARY

(To be submitted by the prospective buyer)

- ___ PAY STUBS FOR THE LAST TWO (2) MONTHS FROM ALL HOUSEHOLD MEMBERS
- ___ IF OTHER INCOME, VERIFICATION OF DISABILITY INCOME, SOCIAL SECURITY BENEFITS AND/OR UNEMPLOYMENT COMPENSATION THAT APPLIES TO ALL HOUSHOLD MEMBERS
- ___ LAST TWO YEARS OF MOST RECENT FEDERAL TAX RETURNS
- ___ LAST THREE MONTHS OF MOST RECENT BANK OR ANY FINANCIAL INSTITUTION STATEMENT
- ___ OTHER INFORMATION AND DOCUMENTATION AS REQUESTED CITY STAFF TO DOCUMENT INCOME AND DETERMINE ELIGIBILITY IN ACCORDANCE WITH THE DEED RIDER

SUPPLEMENT: 2 SOURCES OF INCOME

When submitting information, please consider including the sources of income listed below if they apply to you. Income should be stated for all adults in the household age 18 or over. Income of full-time students should not be included. Please indicate if an adult member in your household is a full-time student and provide documentation from the school describing enrollment status.

- EMPLOYMENT INCOME (WAGES, OVERTIME, BONUS AND TIPS)
- SELF-EMPLOYMENT INCOME (SOLE PROPRIETORSHIP, PARTNERSHIP, CORPORATION, INCOME FROM ODD JOBS)
- UNEMPLOYMENT BENEFITS
- SOCIAL SECURITY BENEFITS
- AID TO FAMILIES WITH DEPENDENT CHILDREN
- VETERAN'S ADMINISTRATION BENEFITS
- RETIREMENT, PENSIONS, ETC.
- WORKER'S COMPENSATION
- ALIMONY/CHILD SUPPORT (PROVIDE COPY OF DIVORCE DECREE AND/COURT ORDERS)
- INTEREST INCOME
- INCOME FROM RENTAL PROPERTY (PROVIDE A COPY OF LEASE AND RENT CHECKS)
- INCOME FROM BOARDERS
- FUEL ASSISTANCE
- MORTGAGE/RENTAL ASSISTANCE
- DIVIDENDS
- OTHER INCOME (AS APPLICABLE)