HouseKeys
Unlock Opportunity

Campbell BMR Rental Program Document Checklist

Primary Household **First Name** _____ **Last Name** _____

PLEASE USE THIS CHECKLIST to ensure that you submit COPIES of ALL of the following required documents and forms IN THIS ORDER with your BMR Rental Program Application. Incomplete and outdated packages will NOT be processed. The items for ALL the adult household members also need to be turned in even if they are not helping with the rent. If there are more than 2 household members that are 18 years and older, please use additional checklist forms. **All the documentation must be the most current for the time period requested. Outdated documentation is not acceptable and a new application package will need to be resubmitted.**

Don't leave any blanks (fill in each area with N/A if not applicable or a checkmark to indicate you included the item in the package) Please remember that you must include documentation for all members of your household even if they will not be helping with the rent.	**Applicant Checklist**	***Co-Applicant checklist***	***Household Member over 18 years checklist***	***Household Member over 18 years Checklist***
Print Household Member Name:				
BMR Rental Program Application - signed and dated - not more than 30 days old			*Sign form*	*Sign form*
Exhibit A - Explanation of Deposits Form – the most current and past 3 months. If you are employed, the most current past 6 months				
Exhibit B - Zero Income Affidavit Form (if no income), notarized - use form attached – Please submit the form with the original notary stamp. - not more than 30 days old				
Exhibit C -Letters of explanation –Please use template if you need to explain anything - Both applicants should sign the form (and household member if applicable) - not more than 30 days old				
Exhibit D - Certifications & Authorization, signed and dated – not more than 30 days old				

CONTINUED **Don't leave any blanks (fill in each area with N/A if not applicable or a checkmark to indicate you included the item in the package)**	**Applicant Checklist**	***Co-Applicant checklist***	***Household Member over 18 years checklist***	***Household Member over 18 years Checklist***
Print Household Member Name:				
Exhibit E – Rental Preference Criteria Form and Supplemental Documents (For new applicants) – Current and supporting documentation for the past 6 months.				
Exhibit F – Income Explanation Affidavit Form, notarized (if the only type of income received is child support and/or alimony, grants, scholarships, etc.) - not more than 30 days old				
Section 8 Voucher Form, if applicable (clear copy, all pages) – for current year and updated if income or household composition has changed since issue date.			*n/a*	*n/a*
Paycheck Stubs – most current 3 months, they must be consecutive – can't be missing any in between pay periods.				
Current Income Statements/stubs for the past 90 days and **2019** Benefit letters if receiving SSI, Disability, Benefits or Pensions or any type benefits, or income				
If an adult member claims zero income: provide current school schedule, if applicable. If the adult is not attending school, please indicate that.				
Certified Year to Date Profit & Loss Statement, if Self Employed (Statement must include this wording: I/we certify under penalty of perjury that my/our YTD Profit and Loss is true and correct. I/we understand that HouseKeys reserves the right to request a Profit and Loss statement for any particular time frame certified/audited by a Licensed CPA at the applicant's expense if needed) – It should include information from January to current month submitting application. It can't be more than 30 days old.				
Verification of Previous Employment for 2018 and 2019 - a letter from the previous employer(s) on company letterhead, signed and dated by the employer is acceptable. If you are not submitting your 2018 tax forms, we also need verifications for jobs you left in 2017. – Not more than 30 days old. Older employer letters may be acceptable under the discretion of the underwriter.				

CONTINUED **Don't leave any blanks (fill in each area with N/A if not applicable or a checkmark to indicate you included the item in the package)**	**Applicant Checklist**	***Co-Applicant checklist***	***Household Member over 18 years checklist***	***Household Member over 18 years Checklist***
Print Household Member Name:				
2018 W-2 and 1099 **all** Forms				
2018 Federal Income Tax Return: **all** pages, **all** schedules – **signed**				
2017 W-2 and 1099 **all** Forms				
2017 Federal Income Tax Return: **all** pages, **all** schedules – **signed**				
If Self Employed: NOTE FOR ASSETS: provide asset/bank statements (savings, checking, investment, retirement, and any other) for the most current 6 months **instead** of 3 months. All Pages **– The actual statements are required; activity summaries or other reports are not acceptable.**				
ALL Checking and Savings Account Statements for the most current 3 months, **all** pages. **If you get quarterly,** we need the last 2 statements. **– The actual statements are required; activity summaries or other reports are not acceptable.**				
Retirement Accounts Statements, for the most current 3 months **or** 2 most current quarterly statements, **all** pages				
All other Investment Account Statements for the most current 3 months or last 2 quarterly statement, **all** pages				
If your last statements are more than 15 days old please submit: A current activity and balance printout and for all your checking, savings, and retirement and investment accounts for the days where a statement has not been issued. The print out should have the owner's name, account number, the activity for the last 30 days and balance.				
Separation or Divorce Decree (if applicable) – **all** pages				
Dissolution of Marriage - Final Settlement Statement, all pages				
Spousal Alimony or Child Support Court orders (If applicable)				

CONTINUED **Don't leave any blanks (fill in each area with N/A if not applicable or a checkmark to indicate you included the item in the package)**	**Applicant Checklist**	***Co-Applicant checklist***	***Household Member over 18 years checklist***	***Household Member over 18 years Checklist***
Print Household Member Name:				
Child **Custody** Court arrangements and agreements, all pages – most current				
For divorced, separated, or single parents: Spousal Alimony **and /or** Child Support: Submit Verification for the amount of income received for the last 12 months **OR** proof you didn't receive any income in the last 12 months. If you don't have an account open, provide evidence from the County too. This can be obtained from the State/County Child Support Office www.childsup.ca.gov You may need to go to the county personally to get verification you don't have an account, if that's the case.				
Verification of Student financial aid (how much you have received year to date and what you expect to receive in the next 12 months)				
Social Security Card – **clear** copies				
Valid Picture ID – **clear** copies				
Valid US Permanent Residency Card, if applicable – **clear** copies				
If you own a mobile home – **1) the address 2) balance print out if you are still paying it off**				
If you **owned** a home(s): Copy of HUD-1 Settlement Statement, Short sale settlement statements **or** foreclosure documents				
If you own a home, provide a current mortgage statement Address:_____ _____ Do you have a mortgage on this property? [ ] Yes [ ]No				
If you or any adult in your household, was NOT required to file Income Taxes, please submit an Exhibit C (Form provided in package) to indicate that. Make sure to include the person's full name, birthdate and the tax year. It needs to be signed and dated.				

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Items needed by all Household members 17 years old and younger:	**[ ] Birth Certificate** – if not in English, the certificate also needs to be translated and the translator needs to certify that he/she is competent to translate from that language to English. It needs to be notarized.

Items Needed from the Landlord or Property Manager Where You Are Applying to Rent:

The applicants are responsible to give the landlord or property manager enough time to prepare and to submit the following items in their behalf. Please coordinate with them to send us the items below directly. Your file is incomplete without these items.

Yes, I/we the applicant(s) understand and agree that we must work quickly and diligently with the Property Managers/Landlord at the apartment complex in order to submit all the items needed along with the rest of the items needed by HouseKeys by the deadline.

Items needed from the Landlord or Property Manager where you are applying to rent: The 3 items below can be submitted by the Property Manager or Landlord to HouseKeys directly. It's your responsibility to make sure they do on time.	**Applicant Checklist**	***Co-Applicant checklist***	***Household Member over 18 years checklist***	***Household Member over 18 years Checklist***
Print Household Member Name:				
1. Approval Letter from the Apartment complex to indicate you pass the Landlord or Onsite Property Manger's Criteria. – not more than 30 days old			**N/A**	**N/A**
2. A Copy of the Landlord Application Forms (forms you fill out directly with them – these are separate from the HouseKeys Forms) – not more than 30 days old				
3. Credit Report for each Adult Household Member – current report used by the landlord/property manager to approve you for this vacant unit. – not more than 30 days old				

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Certifications:

Yes, I/we the applicant(s) understand and agree that we must work quickly and diligently with the Property Managers and the Administrator and submit the information and documentation requested by the deadlines.

I/We certify that I/we are submitting all the items indicated on this checklist and I/we are aware that our application is incomplete if not turned in by the deadline (if a deadline is applicable).

I/we also understand that if our application is incomplete, an eligibility determination will not be obtained and the file will not be processed affecting our current status.

I/ we certify that we enclosed all the documents on this checklist for the timeframe required and most current documents.

I/we understand that updated documents will be requested during the application process continuously and need to be submitted promptly and by the deadlines.

I/we understand that the administrator has the right to request any additional documentation or updates as needed.

I/we understand that ALL the documentation must be the most current for the time period requested. Outdated documentation is not acceptable and a new application package (forms, supporting documents on the checklist, or any additional documentation) will need to be resubmitted by the deadline.

If the applicant(s) fail to submit all the information and documentation requested by the Property Manager and Administrator on time, we will move on the next applicant immediately.

_____ _____

Applicant Signature Date

_____ _____

Co-applicant Signature Date

_____ _____

Co-applicant Signature Date