

ROYAL MANAGEMENT GROUP

WHAT YOU WILL NEED LIST

Tax Credit Tennessee

Thank you for visiting our community. In order to begin processing your application we must have the following information and documents:

IDENTIFICATION

Each U.S. Citizen who applies for an apartment must have a valid Social Security Number and a government issued picture identification card. Non U.S. Citizens must provide a valid government issued photo ID and an identification number.

PROOF OF BIRTH DATE

This may be a birth certificate, an insurance card, a state-issued identification card, a passport, driver's license, or other official document that displays date of birth. A copy of a birth certificate is required on anyone under the age of 18.

PROOF OF SOCIAL SECURITY NUMBER

A copy of each household member's valid Social Security card is required. If a social security card is not available at the time of application another document that displays the social security number, such as an insurance card, drivers' license, or voter's registration card will be accepted. However, a copy of the social security card is still required and must be brought into the office no later than 2 weeks after the household's move-in date.

Some of the following documents are date sensitive – they cannot be dated more than 120 days prior to your anticipated move-in date

EMPLOYMENT

Copies of 6 consecutive weeks of paycheck stubs must be provided (If paid: weekly 6 (stubs), bi-weekly 3, semi-monthly 3, monthly 2). All adult household members who are employed must sign an Royal American Management Verification of Employment form giving permission to verify **gross** anticipated earning for the next 12 months. Military personnel (active/reserve) must provide a minimum of 3 leave and earning statements.

SELF-EMPLOYMENT

A copy of the most recently filed federal income tax return for the business (including all attachments – schedule C, 1099's and W2's) is required. If a previous year's tax return is not available due to delayed filing a notarized statement from the company's accountant or bookkeeper stating the anticipated **net** income for the next 12 months and the previous 12 months of bookkeeping records must be submitted for review. An Royal American Management Self-Employment Statement must also be completed.

ASSETS

If the household's combined assets are \$5,000 or greater all asset amounts must be verified

Checking accounts: Average six-month balance and the annual interest rate (copies of your last 6 months of statements are acceptable starting with the current month and the five previous)

Savings Account: Current balance and the annual interest rate (copy of current month's statement)

401K, Stocks, bonds, IRAs, other retirement/financial holdings: Current cash value and the anticipated income from the asset for the next 12 months. This includes the cash value of any universal or whole life insurance policies.

Real Estate: Information from the financial institution holding the mortgage or a broker who can verify the cash value of the asset must be provided (via e-mail or fax), an Allied Orion Real Estate Verification form must be signed giving management permission to verify this information. A copy of the most recent property tax appraisal and documentation from the mortgage holder showing the remaining balance can also be used. Any property owned by you that is leased to another individual(s) will require additional documentation or if the mortgage is being paid by someone other than yourself.

Value of Assets disposed of within two years for less than fair market value: Settlement costs must be verified. If the settlement is less than \$1,000 it may be disregarded. Assets disposed of for less than fair market value as a result of a foreclosure, bankruptcy or divorce settlement are not considered.

CHILD SUPPORT

A complete copy of the court order for child/medical support from the county clerk's office or the office of child support enforcement is required. If arrears are being paid, the amount and length of such must be provided. If child support is received and it is not court-ordered, the parent making the payments will complete an Allied Orion Voluntary Child Support form, which shows the amount being paid and frequency. A copy of a driver's license or state I.D. of the person providing the support is required. If there is not a court order and no support is received an Allied Orion Non-Child Support statement must be completed and signed.

ALIMONY

A copy of your court order showing the amount, frequency and duration of payments.

CUSTODY OF ANOTHER INDIVIDUAL'S CHILD(REN)

A copy of a court order granting custody or a statement from the parent granting the custody must be provided at time of application if the resident has possession of another individual's child(ren). The statement must state the length of time that the child will be in your custody.

REGULAR CONTRIBUTIONS FROM ANOTHER INDIVIDUAL(S)

If regular monetary contributions are received from a person who will not live in the apartment an Royal American Management Monetary Contribution form must be completed by the person providing the contributions. This statement shows the amount and frequency of the contributions. A copy of a driver's license or state I.D. of the person providing the support is required.

AFDC, TANF

A current benefit printout for **AFDC** and **TANF** from the office providing the assistance must be provided. The printout must be within 120 days of the anticipated move-in date and show the **gross** amount being received.

SOCIAL SECURITY, SSI

A current award letter is required for **SS** and **SSI** showing the **gross** amount before deductions. The **gross** amount will be used unless there is a deduction due to an overpayment. However, if the amount of the overpayment and when the overpayment will be recovered is not provided the deduction will be annualized along with the payment amount. If the overpayment deduction is documented and will continue through-out the 12 month certification period it will not be included as income.

DISABILITY

A benefit printout from the office making the payments must be provided. It must state the **gross** amount of the benefit and the number of payments anticipated during the next 12 months.

VETERAN'S ADMINISTRATION PENSIONS, OTHER PENSIONS AND ANNUITIES

A statement from the agency/company who oversees the pension must be provided. It must state the **gross** amount and the frequency of the payments.

UNEMPLOYMENT COMPENSATION, WORKER'S COMPENSATION

A Wage and Determination transcript or benefits statement from the applicable agency must be provided. It must state the **gross** weekly/monthly benefit, this amount will be annualized.

STUDENTS

A household made up entirely of full time students are subject to specific requirements. You **must** meet one of the five exceptions. Back-up documentation will be required such as but not limited to a copy of your most recent year's tax return. Verification of student status from the registrar's office or Student Clearing House must be obtained every semester (including summer sessions) by the management office. Students receiving a housing allowance will need to provide documentation stating the gross monthly benefit, this amount will be annualized.

NOTE: Additional documentation may be required and is not limited to the above information.