Housing Choice Voucher Program
205 Claremont Avenue, Montclair, NJ 07042
Tel: 973-509-4959/4936
MontclairHousing.org

Application for Continued Occupancy

Recertification Document Submission Checklist

To ensure that you have made a complete submission of HUD required documents, please check off each item that you are submitting with your recertification.

Proof of Income (ALL household members)	☐ 4 Current Paychecks / Paystubs ☐ Unemployment Notice to Claimant Benefit Determination Letter ☐ Social Security Award/Benefit Letter ☐ SSI (Supplemental Social Security Income) Letter ☐ Pension Benefit Letter ☐ Child Support Yearly Totals/Disbursements ☐ TANF, SNAP or General Assistance Letter ☐ Adoption Subsidy
Proof of Resources (ALL household members)	☐ 6 Bank (Mobile) Account(s) Statements ☐ 6 Retirement Account Statements ☐ 6 Social Security Direct Express Statements ☐ 6 Job Card Statements ☐ 6 EBT Card Statements ☐ 6 Unemployment Card Statements ☐ W-2, 1099's, etc. or Wage Income Transcript ☐ Tax Return or Tax Transcript
Medical Expenses (elderly and disabled **ONLY)**	☐ Doctors, Dentists, Medical insurance premiums payments, pharmacy invoices, etc., paid in the last 12 months. ***Must submit prescription statement printouts not individual receipts***.
PSE&G and Proof of Rent Payments	☐ 6 Rent Receipts (Rent Ledger, Money Orders, etc.) ☐ 6 PSEG Bills or Account History
Full-Time College Students	☐ Current semester class schedule. Must show the student's name, class credits & name of school.
High School Student 18 yrs old or over	☐ Current enrollment/student status letter from the high school. ***Must include anticipated graduation date and students' name.***
Proof of Childcare Payments **(Child aged 12yrs or under)**	☐ Receipt(s), invoice(s) or copies of money orders as proof of payment to a childcare agency/provider.