

**Office Use Only:**  
**Tenant Eligibility Determination**

Approved    Denied    Rejected

**Affordable Requirements  
Ordinance (ARO)  
Tenant Application  
Checklist**

Date of Application Package: \_\_\_\_\_

ARO Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Management (PM) Contact Name: \_\_\_\_\_

PM Phone #: (\_\_\_\_\_) \_\_\_\_\_ PM Email: \_\_\_\_\_

Applicant Name (s): \_\_\_\_\_

ARO Unit Number: \_\_\_\_\_ of Bedroom(s): \_\_\_\_\_ Move in Date: \_\_\_\_\_

**I. Owner/Property Management Acknowledgments:**

- All applicable screening criteria for tenant eligibility have been completed.
- Applicants' income and assets have been verified by on-site staff and application is considered eligible and pre-approved for ARO program.
- Applicants' gross rent and income are at or below the maximum allowable limit.
- Applicants' rental payment does not exceed 40% of their gross monthly income.
- ARO Application package has been compiled in the exact order listed below in Section II.

**II. Required Documentation for Tenant Eligibility Determination: Household Members 18 years and older.**

- Fully completed Tenant Income Certification form (TIC) with handwritten **OR** DocuSign signatures.
- Fully completed DOH Income/Assets/Affordability Excel Worksheet.
- Four to six current/consecutive paycheck stubs.
- Three (3) current bank statements for each account.
- One (1) current bank statement for each savings account.
- Copy of Verification of Employment (VOE) form completed by the employer.
- Copy of Verification of Deposit (VOD) form signed by the applicant.
- Copy of Student Status Certification.
- Zero Income affidavit completed by HH members over the age of 18, who claim zero income.
- Zero income affidavits must be accompanied with a 4506-T, a IRS Wage and Income Transcript for most current year. <https://www.irs.gov/individuals/get-transcript>.
- Is the applicant a U.S. military veteran? **Yes**, \_\_ **No** \_\_
- Any other supplemental income documentation (please describe): \_\_\_\_\_  
\_\_\_\_\_

**PM Certification Statement:** Based on the representations herein and upon the proofs and documentation required to be submitted, the above-referenced applicant(s) is/are eligible to live in the affordable unit specified above. I certify that the information presented herein is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner/Property Management Representative

\_\_\_\_\_  
Date

Form eff. 1/2025

