ANNUAL RECERTIFICATION NOTICE

Dear ________________________________,

Each year, several months prior to their move-in anniversary, we ask residents of our low-income rental properties to cooperate with management in completing a recertification of their household income. Each household will be asked to complete a Recertification Questionnaire, which must be brought, along with the items listed below, to a Recertification Interview. Annual income recertification is a requirement of the regulatory agencies that provide funding for this property, and your cooperation in the process of completing it, a provision of your lease.

We have scheduled an appointment for you to meet with the property manager on:

Date: ________________________ Time: ______________a.m./p.m. If you are unable to make this appointment, please call the office immediately to reschedule. All household members 18 and older are required to be present at the appointment and must bring the following documents:

- **Recertification Application** Please fill in every question completely
  - * Recertification Questionnaire
  - * TIC Questionnaire (one per household unless unrelated persons live in the same household)
  - * Child Support Affidavit (one per household member)
  - * General Release (one per adult household member)

- **Employment Income Information:**
  - * Current Paycheck Stubs for the last three months
  - * Last years State and Federal Tax Returns along with W-2's.
  - * Supply address and phone numbers of current and previous employers if on last years tax return.

- **Other Income:**
  - * Social Security/SSI/SDI: most current statement or award letter
  - * AFDC/TANF: most current award letter
  - * Pension & Annuities: latest check stubs from issuing institution, identifying number, and office address
  - * Unemployment Compensation: most current determination letter
  - * Alimony/Child Support: most current copy of court order, proof of last payment
  - * Proof of any other source of income: most current written statement

- **Asset Information:**
  - * “Under $5,000” Asset Form (if it applies to your household)
  - * 6 months of checking and/or savings account statements
  - * Certificates of Deposit statement (current)
  - * Stock or bond certificates statement (current)
  - * Mortgage notes
  - * Record of Real Estate owned and any income from that asset
  - * Most recent 401(K)/Retirement plan statements.

We thank you in advance for your cooperation and assistance in providing us with this information. As always please be assured that all information relating to your family will be kept strictly confidential and be used only to comply and conform to the regulatory requirements which govern our property.

______________________________________                    ____________________
Manager's Signature                       Date

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