



CITY OF SALEM
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

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HOUSING REHABILITATION LOAN PROGRAM **TENANT APPLICATION CHECKLIST**

PLEASE SUBMIT THE FOLLOWING DOCUMENTS TO YOUR LANDLORD:

- Completed Tenant Application
- Income Documentation, *for all households members over the age of 18.*
 - Employed:** Eight (8) weeks of pay stubs for all members of the household over the age of eighteen who are working.
 - Self-employed:** Most recent certified tax returns.
 - Unemployed:** Copy of unemployment checks. Letter from unemployment office stating start date and amount of assistance.
 - Social Security:** Copy of most recent check or letter from Social Security Office stating amount of benefits.
 - Public Assistance:** Copy of check as well as letter from welfare office stating amount of assistance.
 - Pension/Disability:** Copy of latest check and letter from company or Social Security stating amount of benefits.
 - Rental Income:** Copy of 2 months rent receipts.
 - Full Time Students:** Letter from school stating current enrollment status.
- Copy of all earned interest year to date (2 months checking, savings, IRA)
- Copy of Rental Agreement (from Landlord)



This program does not discriminate on the basis of race, color, national origin, gender, age, religion, familial status, sexual orientation or disability. This program is funded through the United States Department of Housing and Urban Development (HUD), utilizing HOME and Community Block Grant Funds (CDBG).

