

PROGRAM INFORMATION

Program Name:

Organization/Agency Name:

Preparer Name:

Preparer Email:

APPLICANT INFORMATION

Applicant Last Name(s):

Address*:

*For homebuyer assistance, use the address of the home to be purchased

Is the applicant seeking assistance for residential rehab?

No → Skip to **narrative** section below.

Yes → Does the building/structure contain more than one housing unit?

No → Skip to **narrative** section below.

Yes → Total number of housing units in the building/structure: → Does the applicant (building owner) reside in one of the units?

No

Yes

Narrative explaining household composition for the applicant or each tenant household as applicable, sources of income, any calculations you made to determine annual income, and any unique circumstances (ex: recent changes in employment, patterns of seasonal employment, recent changes in household composition that may not be reflected on tax returns, etc.)

SUBMITTING YOUR INCOME VERIFICATION REQUEST

Submit your income verification request to the City by emailing this document and any backup documentation to duluthcommdev@duluthmn.gov

To complete income verification request, submit ALL of the following for the applicant or for each tenant household as applicable:

- Most recent year’s tax return.** If no tax return is available, provide an explanation in the narrative on the first page of this document.
- HUD Income Calculator** Summary Sheet listing *all sources* of household income (IRS 1040 Method): <https://www.hudexchange.info/incomecalculator/>
- Income documentation.** Provide income documentation for all sources of income listed on the HUD Income Calculator and for each adult member of the household. If an adult member of the household does not have income, include that information in the narrative on the first page of this document. Check applicable boxes below to indicate all sources of household income and the corresponding documentation included in this submission:

Type of Income	Income Documentation
<input type="checkbox"/> Wages	<input type="checkbox"/> <i>2 months’</i> worth of the most recent paystubs for jobs with the <i>same number of hours and pay rate every paycheck</i> <input type="checkbox"/> <i>3 months’</i> worth of the most recent paystubs for jobs with <i>varied hours/overtime</i> <input type="checkbox"/> Other, explain:
<input type="checkbox"/> Government or retirement benefits	<input type="checkbox"/> SS or VA benefits letter <input type="checkbox"/> Retirement fund statement/letter detailing monthly payment amount <input type="checkbox"/> Other, explain:
<input type="checkbox"/> Self-employment	<input type="checkbox"/> 2 years’ worth of the most recent tax returns with business profit/loss information <input type="checkbox"/> Other, explain:
<input type="checkbox"/> Other	<input type="checkbox"/> Explain: