

# Things Needed At Re-examination

Did you know...

By coming prepared at the time of re-examination your rent calculation might be done as quickly as that afternoon? In order to make this possible, information must be gathered which is important in making a good decision regarding your request.

## INCOME

- |   |  |
|---|--|
| <input type="checkbox"/> Paystubs (6 weeks most recent) | <input type="checkbox"/> Child Support (award letter, printout, or notarized letter from father) |
| <input type="checkbox"/> Families First Verification    | <input type="checkbox"/> Social Security or SSI award letter(s)                                  |
| <input type="checkbox"/> Unemployment Benefit Letter    | <input type="checkbox"/> Letter of Support From Family Member (completed and notarized)          |
| <input type="checkbox"/> Pension Award Letters          |  |

## CHILD CARE

- Letter From Child Care Provider (on company letterhead or must be notarized)

## MEDICAL

- Prescription or Other Medical Printouts (if you are disabled or over 62)

## DEPOSITS

- Bank Statements (6 months-Checking) (most recent-Savings, CDs and other accounts)

## ASSETS

- Life Insurance Policies (with cash surrender value or schedule included)

## TAXES

- Last Filed Tax Returns (signed and dated, with W-2's)

## SCHOOL ENROLLMENT

- High School Registration verification for members over 18  
 College Registration, Class Schedule, and Financial Aid Information

## CITIZENSHIP

- Birth Certificate (only if adding new members to household or have name change)  
 Social Security Card (only if adding new members to household or have name change)  
 Proof of Paternity (if ordered)  
 Declaration of Citizenship (if required)

## MARITAL STATUS/CUSTODY

- |  |   |
|--|---|
| <input type="checkbox"/> Marriage License      | <input type="checkbox"/> Legal Separation   |
| <input type="checkbox"/> Court Awarded Custody | <input type="checkbox"/> Divorce Decree including Property Settlement (signed by judge) & Child Support |
| <input type="checkbox"/> Death Certificate     |   |

## OTHER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Failure to provide this information could result in the loss of your assistance. We need this information no later than \_\_\_\_\_. If you have any questions, please call us at 893-9414 / extension \_\_\_\_\_. The Housing Assistance Payment Check to your landlord will not be forwarded unless we receive these items.

Please return to the attention of: \_\_\_\_\_ Section 8 Department



## Murfreesboro Housing Authority

415 N. Maple Street - Murfreesboro, TN 37130  
(615) 893-9414 office • (615) 893-9436 fax