

THE STATE OF MASSACHUSETTS HAS RECENTLY ADOPTED NEW REGULATIONS FOR THE MANAGEMENT OF PUBLIC HOUSING IN MASSACHUSETTS. THE FOLLOWING VERIFICATION IS REQUIRED OF ALL APPLICANTS APPLYING FOR STATE OR FEDERALLY-AIDED PUBLIC HOUSING WITH THE CHICOPEE HOUSING AUTHORITY.

1. **BIRTH CERTIFICATES/GREEN CARD:** for all members to live in household
2. **SOCIAL SECURITY CARD:** for all members to live in household
3. **INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS AND FROM ALL SOURCES.**
  - A. **SOCIAL SECURITY (SS, SSI, SSDI)** Award letter showing monthly and lump sum payments received.
  - B. **EMPLOYMENT INCOME** Most current year-to-date pay stub showing date of pay period and totals of all income and deductions.
  - C. **TAFDC** Printout from DTA showing breakdown of monthly grant and deductions
  - D. **RETIREMENT FUNDS / ANNUITIES** Statement of disbursement
  - E. **SUPPORT PAYMENTS / ALIMONY** Court order exhibiting amount of support, alimony payments. Proof of any variances from the order.
  - F. **CHECKING / SAVINGS** Last three (3) most recent monthly statements. In the case of passbook saving, the book must be updated to the end of the month prior of submittal.
  - G. **STOCKS, BONDS, TRUSTS, IRA'S, LOTTERY WINNINGS, ETC.** Statement of Proof of value and income received
  - H. **REAL ESTATE, LAND AND OTHER PROPERTY OWNED** Must have recent appraisal showing the fair market value. If you have sold or disposed of property within the last four years, we must have verification showing date of sale, amount of sale and disposition of proceeds.
  - I. **COPIED OF PRIOR YEAR U.S. INCOME TAX RETURN** All applicants shall submit copies of the prior year's income tax forms including W-2 forms, W-2G forms, and 1099 forms
  - J. **PROPERTY FOR PAYING OVER 50% OF INCOME IN RENT** Federal priority only) copy of lease, and rental receipts, verification of residence, verification of utilities and receipts of fuel assistance.
  - K. **CREDIT FOR HEALTH INSURANCE** Copy of latest pay-stub and proof of payment. (Credit will not be given without proof of payment)
  - M. **FIVE (5) YEAR HOUSING HISTORY/ RESIDENTIAL FORM** Must be provided by all applicants. Forms are available at the Main Office with applications

**ALL VERIFICATION SHOULD BE PROVIDED AT THE TIME OF FINAL SCREENING INTERVIEW TO HELP EXPEDITE THE PROCESSING YOUR APPLICATION.**