

VERIFICATION OF TENANT INCOME

All Income received by the tenant and any household members (See following pages, "Definition of Income") must be verified by the Local Administrative Agency (LAA) prior to move in and at annual certification. All verifications must be documented in the tenant's file. The following methods of verifications are acceptable. They are, in the order of acceptability:

- a. Written documentation by the primary source. Example such as the Social Security Office or employer
- b. Written documentation by verifiable third party. Example such as DHHS Integrated Access and Support Services. Diane McDonald Fax: (207) 287-3455 Phone: (207)287-3106 See Release form below
- c. Tenant certification or affidavit when third party verification is not possible
Example: State Supplemental payments may be routinely self-certified

Verifications are valid for 120 days from the date of the verification. For interim re-certifications, only those factors that have changed must be re-verified.

Exception: Annual Social Security award letter for benefits that do not change throughout the year may be utilized in lieu of securing new documentation.

Social Security benefits should always be verified even if the tenant is claiming zero income.

A statement of no income form must be complete for tenants who report no income. A Sample Release form for Verification of Income is below.



Income Verification
Release



Statement of No
Income.doc



Release for Adult
Mental Health Housing

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