

**CITY OF WOODBURY  
RCA RENTAL PROPERTY IMPROVEMENT LOAN PROGRAM  
INSTRUCTION FOR TENANTS**

**Tenant Income Verification Checklist**

Your landlord is making an application to the City of Woodbury RCA Rental Property Improvement Program in order to rehabilitate his/her property. Improvements will correct any health or safety code violations in the following areas: roof, plumbing, heating, electrical, weatherization or structural. The contractor will need your cooperation when construction begins, and, in some cases, may have to gain access to your unit to complete the repairs.

The information we are requesting on this application is a requirement for your landlord to participate in the program. The Council on Affordable Housing requires all tenants of property owners applying for a loan under Woodbury's RCA Rental Property Improvement Program to furnish the following information. All information will be kept strictly confidential and will be used solely for the purpose of qualifying your landlord for the program.

Please include the following documentation with your application.

1. Verification of all household income, which includes, where applicable:
  - a) four (4) pay stubs dated consecutively for all wage earners over age 18,
  - b) verification of Social Security/SSI payments, pension, annuities, IRA or other retirement account payments, disability, child support, alimony, unemployment, etc., for the current year.
  - c) for a household member over the age of 18 without any income, a notarized statement that they have no source of income.
  - d) gross rental income derived from any rental property that you own.
2. Income earned by household members over the age of 18, who are enrolled as full time students, is excluded. For these individuals, verification of full time student status is required.
3. A copy of your lease and current utility bills.
4. A copy of your 2007 Federal Income Tax Return, including W2s and Schedules, for all wage earners over 18. If you did not file a Federal Tax Return, please provide a notarized statement that you did not file a Federal Tax Return.

Return your application, along with the requested verification to:

Virginia Horn  
RCA Rental Property Improvement Program  
33 Delaware Street  
Woodbury NJ 08096

If you have any questions, or if you would like to meet with me, call me at (856) 845-1300, ext. 123. You may also reach me at [vhorn@woodbury.nj.us](mailto:vhorn@woodbury.nj.us).

**CITY OF WOODBURY**

**RCA RENTAL PROPERTY IMPROVEMENT LOAN PROGRAM  
TENANT APPLICATION**

NAME OF HEAD OF HOUSEHOLD \_\_\_\_\_ AGE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

**Other Household Members**

Name	Relationship to Head of Household	Age	Sex	Occupation
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

RENT:

Monthly rent Amount: \_\_\_\_\_

Do you have a Lease? \_\_\_\_\_ Term of Lease: \_\_\_\_\_

## TENANT APPLICATION

### INCOME:

#### Household Income

List all income for all household members over the age of eighteen (18).

Name	Source of Income	Annual Amount
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		

#### Certification

I (we) have read the above notice and agree to provide the necessary information for participation in the Woodbury RCA Rental Property Improvement Program. I (we) have provided true and complete information regarding household members and household income. I (we) understand that any false information given will be reason for denial of my (our) landlord's application.

\_\_\_\_\_  
Tenant Signature (Head of Household)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature (Head of Household)

\_\_\_\_\_  
Date