



CITY OF TUCSON
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING ASSISTANCE DIVISION

ACCEPTABLE VERIFICATION

To expedite your eligibility, please complete the enclosed application and submit the acceptable verification. All Adult family members 18 years of age & older must complete the paperwork.

- Completed Application**
- Picture ID: All Adults**
- Social Security Cards and/or Immigration documentation for All family members.**
- Birth Certificates: All family members**
- Verification of all income: All family Members (Any that apply to you or any family members)**
 - Employment: 1)** 4 to 6 current pay stubs, **2)** unemployment award letter, **3)** Letter from employer stating hours working per week, hourly wage, **4)** Overtime (if applicable)
 - Social Security:** SS, SSI, SSD or Pension (most current award letter or statement)
 - Veterans Benefits:** Most current award letter or statement
 - Family Support:** Self Declaration of Support Income Form if you receive support from someone outside of your household you must fill this out
 - No Income:** Complete the Zero Income Questionnaire Form
 - Child Support:** 12 month print out from Child Support
 - Medical Expense:** Head of Household, co-head or spouse who is **62 or older**, handicapped or disabled. Printouts of most current billing statement from medical professional and/or insurance premiums and a pharmacy print out for the last 12 months.
- Bank account: (Please submit 30 days (current) original bank statements with transaction history).**
- Federal Income Tax: form 1040 or 1040A or 1040EZ (last year filed, see attached information page). If you did not file, please provide a letter from the IRS stating you did not file. **There must be verification for each ADULT household member.****
- Full-time student for Adult (over 18) family members, not the Head or Co-Head: Paid registration showing Full-time Status and Financial Aid Award letter showing estimated cost of attendance and Awards granted.**
- Childcare expense: A signed and dated letter on letterhead with contact information from the childcare provider with 1) the children's names 2) hours in childcare 3) amount paid, by you, per hour/day per child.**

The City of Tucson Housing Authority (PHA) will use the following Up-front Income Verification (UIV) resources during the admission and reexamination process: HUD's EIV System, State of Arizona Department of Economic Security, AZ Wage – SWICA, and The Work Number.



310 N. Commerce Park Loop - P. O. Box 27210, Tucson, AZ 85726-7210
PHONE (520) 791-4739 FAX (520) 791-2506 TDD (520) 791-2639
HCDHousing@tucsonaz.gov



If you should require an accommodation or alternative arrangements due to a disability, please call (520) 791-4739.
If you require an oral interpretation in a language other than English, please call (520) 791-4739.
Si requiere una interpretación oral en un idioma que no sea inglés, por favor llame al (520) 791-4739