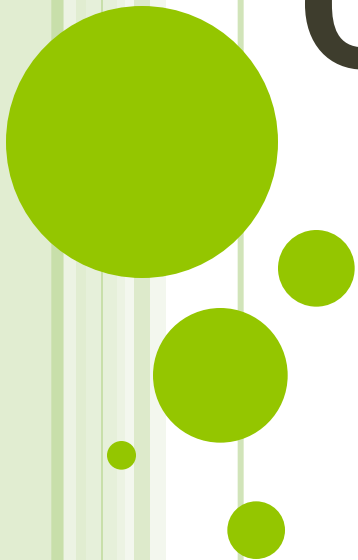


# COMPLIANCE



# WHO TO CALL

- Server/I-Cam Tech Support:
  - Realpage Support –
    - 800-548-6656
    - [camtech@realpage.com](mailto:camtech@realpage.com)
- General Computer Support
  - Your Regional
- Compliance Questions:
  - Your Regional



# PAYSTUB CALCULATOR

Number of Paystubs 6  
 Weekly or Bi-weekly Biweekly  
 Number of weeks worked per year 52

Type of Pay	Rate of Pay	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Total Hrs/Amounts	Total Hrs divided # of paystubs	divided by #of weeks in pay period	Rate X Average hrs	X # of weeks worked per year
		9/1/13	9/15/13	9/29/13	10/13/13	10/27/13	11/10/13	9/14/13	9/28/13					
Regular	13.94	63.96	65.69	66.59	64.54	72.43	71.13			404.34	67.39	33.70	469.78	24,428.56
Overtime	20.91	0.00	0.00	0.84	0.69	0.62	1.11			3.26	0.54	0.27	5.65	293.80
Holiday	13.94	8.00	0.00	0.00	0.00	0.00	8.00			16.00	2.67	1.33	18.54	964.08
PTO	13.94	8.00	8.00	6.60	16.00	0.00	0.00			38.60	6.43	3.22	44.89	2,334.28
										0.00	0.00	0.00	0.00	0.00
										0.00	0.00	0.00	0.00	0.00
										0.00	0.00	0.00	0.00	0.00
										0.00	0.00	0.00	0.00	0.00
Tips										0.00	0.00	0.00		0.00
Commission										0.00	0.00	0.00		0.00
Bonuses			15.86		0.88		1.68			18.42	3.07	1.54		80.08
Bonuses			52.00	0.92	112.54	0.68	54.84			220.98	36.83	18.42		957.84
Bonuses		53.54	48.29	48.96	55.22	53.21	60.75			319.97	53.33	26.67		1,386.84

Total Anticipated Income **\$30,445.48**

Year-To-Date Calculation

Number of Days **84**

Total	\$7,025.14
Days employed in the year 2014	<u>84</u>
Daily Average	\$83.63
Daily Average	\$83.63
	<u>365</u>
Annual Income based on YTD Totals =	30,524.95



# ORDER OF PAPERWORK

- Pre-Approval Sheet
- R1 Questionnaire/SC1 Rental Application
  - SC2 Release and Consent
  - SC3 Race and Ethnicity
  - Tenant Income Certification
- State Compliance TIC (If Required)



# ORDER OF PAPERWORK

- All Income Verifications
- All Asset Verifications/A1
- Student Status / Verification (if applicable)
- I4 Non-Employment Verification (if applicable)
- I12 Child Support/Alimony Verification



# ORDER OF PAPERWORK

- All E1's should be placed in the file with the documents that they are clarifying.



# REDACTION

- All Social Security numbers and account numbers should be redacted before sending to compliance
- We only need to see the last four digits of the SS numbers.
- Do not redact original paperwork/Use tape to redact.





**3<sup>RD</sup> PARTY**  
**VERIFICATIONS**





# RENTAL APPLICATION



**ANNUAL INCOME INFORMATION:**

HOUSEHOLD	SALARY/WAGES	PUBLIC ASSISTANCE (TANF)	SOCIAL SECURITY/SSI	PENSION	CHILD SUPPORT	OTHER	TOTAL
HEAD							
2							
3							
4							
5							
6							
7							
8							
<b>TOTAL</b>	<b>I2</b>	<b>I15</b>	<b>I8</b>	<b>I11</b>	<b>I13</b>		

HEAD OF HOUSEHOLD CURRENT EMPLOYER \_\_\_\_\_ HIRE DATE \_\_\_\_\_

CO-HEAD CURRENT EMPLOYER \_\_\_\_\_ HIRE DATE \_\_\_\_\_

**ALL SOURCES OF ASSETS AND INCOME FOR YOUR HOUSEHOLD MUST BE REPORTED  
PLEASE ANSWER YES OR NO FOR EACH MEMBER OF YOUR HOUSEHOLD**

ASSETS/INCOME	APPLICANT		CO-APPLICANT		OTHER APPLICANT		ALL OTHER APPLICANTS OVER 18		ALL APPLICANTS UNDER 18	
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
CHECKING ACCOUNTS	<b>A2 or 6 months consecutive bank statements</b>									
SAVINGS ACCOUNTS	<b>A2 or current month bank statement</b>									
SS/SSI DIRECT EXPRESS DEBIT CARD	<b>A2</b>									
TRUST FUNDS	<b>A2</b>									
REAL ESTATE (LAND, HOME, PROPERTY)	<b>A3</b>									
CAPITAL INVESTMENT	<b>A2</b>									
STOCKS/ BONDS	<b>A5</b>									
TREASURY BILLS	<b>A2</b>									
CERTIFICATE OF DEPOSITS (CD's)	<b>A2</b>									
MONEY MARKET FUNDS	<b>A2</b>									
IRA ACCOUNTS	<b>A2</b>									
RETIREMENT/PENSION (HELD AS AN ASSET)	<b>I11</b>									
LUMP SUM SETTLEMENTS	<b>I11</b>									
SALARY/WAGES (INCLUDING OVERTIME)	<b>I2</b>									
COMMISSION/TIPS/BONUSES	<b>I2</b>									
BUSINESS/SELF EMPLOYMENT	<b>I6 / I7</b>									
SOCIAL SECURITY/SSI	<b>I8 or most recent Social Security Award Letter</b>									
ANNUITIES	<b>A2</b>									
WHOLE LIFE INSURANCE POLICIES	<b>A6</b>									
RETIREMENT FUNDS	<b>I11</b>									
PENSIONS (RECEIVED AS INCOME)	<b>I11</b>									
DEATH BENEFITS	<b>I11</b>									
UNEMPLOYMENT	<b>I5</b>									
DISABILITY COMPENSATION	<b>I14</b>									
WORKER'S COMPENSATION	<b>I14</b>									
SEVERANCE PAY	<b>I3</b>									
PUBLIC ASSISTANCE (TANF)	<b>I15</b>									







# RENTAL APPLICATION VERIFICATION CHEAT SHEET



**ALWAYS** attempt to obtain third-party verification by sending the below forms to the third-party source first **BEFORE** asking for documentation from the applicant/resident as a second means of clarification.

ASSETS/INCOME	APPLICANT		
	YES	NO	
CHECKING ACCOUNTS	A2		<b>2<sup>nd</sup> Means of Verification Only:</b> Recent 6 consecutive months' bank statements.
SAVINGS ACCOUNTS	A2		Current month bank statement.
SS/SSI DIRECT EXPRESS DEBIT CARD			<b>18B from Applicant/Resident &amp; Print-out showing current balance.</b>
TRUST FUNDS	A2		Current Statement
REAL ESTATE (LAND, HOME, PROPERTY)	A3		Mortgage Statement and copy of taxes
CAPITAL INVESTMENT	A2		Current Statement
STOCKS/ BONDS	A5		Stocks/bonds certificates
TREASURY BILLS	A2		Treasury bills
CERTIFICATE OF DEPOSITS (CD's)	A2		Current Statement
MONEY MARKET FUNDS	A2		Current Statement
IRA ACCOUNTS	A2		Current Statement
RETIREMENT/PENSION (HBLD AS AN ASSET)	I19		Latest check stub from issuing authority.
LUMP SUM SETTLEMENTS	I11		Copy of last payment received.
SALARY/WAGES (INCLUDING OVERTIME)	I2		6-8 Consecutive paystubs; W-2 Forms; Tax Returns
COMMISSION/TIPS/BONUSES	I2		6-8 Consecutive paystubs; W-2 Forms; Tax Returns
BUSINESS/SELF EMPLOYMENT	I6 / I7		Copies of taxes; business plan; and financial records.
SOCIAL SECURITY/SSI	I8		Most recent Social Security awards benefit letter.
ANNUITIES	A2		Latest check stub from issuing authority.
WHOLE LIFE INSURANCE POLICIES	A6		Entire copy of the whole life policy from issuing authority.
RETIREMENT FUNDS	I11		Copy of last check stub.
PENSIONS (RECEIVED AS INCOME)	I11		Latest check stub from issuing authority.
DEATH BENEFITS	I11		Copy of last check stub.
UNEMPLOYMENT	I5		Determination letter or most recent check stub.
DISABILITY COMPENSATION	I14		Copy of last check stub.
WORKER'S COMPENSATION	I14		Form DOL203 or recent check stub.
SEVERANCE PAY	I3		Copy of last check stub.
PUBLIC ASSISTANCE (TANF)	I15		Award letter or recent check stub.
ALIMONY	I13		Most recent court order.
CHILD SUPPORT	I13		Most recent court order.
RECURRING MONETARY GIFTS	I16		Receipts if provided by third-party.
ARMED FORCES SPECIAL (PAY/ALLOWANCES)	I10		Copy of last check stub.
RENTAL INVESTMENTS (INCOME)			Current taxes showing rental income & lease agreement for residents paying.

**STUDENTS:**

FROM THE HOUSEHOLD COMPOSITION LISTED ON PAGE 1 OF THIS APPLICATION, PLEASE LIST ALL HOUSEHOLD MEMBERS WHO WERE FULL-TIME OR PART-TIME STUDENTS IN THE PAST 12 MONTHS, INCLUDING SCHOOL AGE CHILDREN. IN ADDITION, PLEASE LIST THE NAME OF THE INSTITUTION THE MEMBER ATTENDED.

NAME OF HOUSEHOLD MEMBER:	2 <sup>nd</sup> Means of Verification Only:
E9	Obtain copies of the school schedule and school definition of F/T & P/T Status.



# **RECERTIFICATION WAIVERS**

# PROPERTIES THAT NEED TO STAY

- Berea Heights
- Central School
- Cleveland School
- Coit Village
- Douglas School
- Grainger
- Greenview Village
- Highland Memorial
- Hunter Bay
- Kemper Lofts
- Lassiter Square
- Lynn Street
- Mayworth School
- Mebane Mill Lofts
- Mulberry School
- Nantucket Lofts
- Nathaniel Village
- Orchard View
- Ridgecrest
- Rowan Point
- Royce Hill
- Spaulding Woods II
- Taylor Lofts
- Weldon
- Y Stairs



# INSTRUCTIONS TO RECERTIFICATION WAIVERS

- The initial Certification and the first annual recertification must be completed.
- After the 2<sup>nd</sup> year, the recertification waiver will start.
- Required paperwork for the recertification will still be due to compliance 60 days prior to the recertification date.



# PAPERWORK TO BE COMPLETED FOR WAIVERS

- Annual Student Status Form
  - Lease Addendum (L10)
- If State requires property to use the online certification form, these will still need to be completed, but nothing on the form will be changed, but the effective date of the recertification.

