

## **RHE DOCUMENT CHECKLIST FOR ANNUAL RECERTIFICATIONS**

Please attach the requested documents. Some or all may apply. All documents may not be more than 60 days old.

- Government issued picture id's for all family members who just turned age 18
- Debt Owed to Public Housing...* form for all family members who just turned age 18  
Make additional copies if necessary
- Supplement to Application...* form: Voucher holder/ Lease holder must complete
- 3-4 consecutive paystubs or letter from employer on company letterhead for all working adults 18 yrs or older
- Business owners: Must provide most recent Federal income taxes (form 1040)
- Zero income households: Please complete Zero Income Affidavit
- Bank and/or asset statement(s)
- Child support checks or statements from agency (not bank)  
MD cases visit: [www.dhr.state.md.us](http://www.dhr.state.md.us) to obtain statement
- Social Security benefits award letter
- Pension statement
- Unemployment benefits statement
- DHS award letter for Temporary Cash Assistance (TCA) or TDAP
- College students only (not head/co-head/spouse): letter from school indicating full-time status only.  
Part-time students do not qualify for student deduction
- Childcare expenses (age 0-12): Letter from provider indicating out of pocket expenses, name of child and hours charged
- Medical expenses (for disabled family or 62 yrs or older): Printout from pharmacy for last 12 months  
Statements/bills for out of pocket expenses
- If removing a household member, Voucher Head of Household or Public Housing Lease holder must complete the Notice to Remove Family Member form
- RHE may request required permanent documents such as birth certificates, naturalization certificates, social security cards, government issued picture id's or any other document if it is missing from client file