

## List of Acceptable Income Documents:

*Rental Screening Services is permitted to consider many forms of verifiable proof of income. If you do not see your specific form of POI listed here or have any questions, please contact the on-site at the property where you intend to apply for additional information. In order to maintain the integrity of the screening process, RSS does not communicate directly with applicants*

**Your name must appear on any documentation provided to Rental Screening Services and said documentation should be current**

### Additional Employment Form:

Please fill out an **Additional Employment Form** for each, individual employer/job, including hourly wage and hours worked and/or gross monthly income, date of hire, and physical location of employment. Please include the most current proof of income document for each.

#### Some examples of types of employer income that RSS is able to accept include:

- a. Most recent paystubs (please include YTD information)
- b. Letter of hire (please include hourly wage and hours worked per week or gross monthly/annual wages)
- c. Letter from employer (please include hourly wage and hours worked per week or gross monthly/annual wages)
- d. Printout from your employer portal showing your YTD earnings

If you are self-employed or are an independent contractor, please make certain to provide the most current YTD income for consideration, some examples of which include:

- a. Most recent annual taxes (with supporting documentation for current proof of income)
- b. Quarterly taxes for the current YTD
- c. Cash value on any investment accounts
- d. Letters from clients (including full contact information and time frame, detailing monthly gross income)
- e. A printout of your YTD earnings from your employer portal

The section of the Additional Employment Form stating "additional sources of income" will be for non-employer income, some examples of which are:

- a. Checking/Savings account ending balance
  - a. Bank statement/s in your name showing \$10K or more and/or re-occurring deposits
    - i. Our office can accept combined bank accounts
    - ii. Please mark off any items you wish considered
- b. Unemployment award
- c. Any retirement accounts (example: PERS, pensions, cash-value investment accounts, etc)
- d. Social security
- e. Short, or long term, disability
- f. Student loan award/s
- g. Housing assistance (Please provide the TTP amount)
  - a. "TTP" is the tenant's portion of the monthly rent
- h. Public assistance program/s (example: SNAP, TANF, etc)
- i. Child or spousal support, or other forms of formal income arrangement/s
- j. Property or other rentals
- k. Royalties received
- l. Etc.