



City of Glendale, California
Community Redevelopment and Housing
HOUSING DIVISION

141 North Glendale Avenue, Suite 202
Glendale, California 91206-4996
(818) 548-3936
TDD (818) 247-9704 Fax (818) 548-3724
www.ci.glendale.ca.us

Dear Renter Applicant:

The unit you are applying to rent is subject to an agreement with the City of Glendale which requires the unit to be rented to a very low-income, low-income or moderate-income household at an affordable rent. This agreement requires that your household information and proof of income and assets be provided to the City at time of application. Your information will be kept confidential by City staff and will only be used to determine whether the affordable rent agreement requirements have been met.

Please submit the following documents to City staff for eligibility review:

- **Tenant Income Certification**
 - Must be completed fully and accurately for all household members.
- **Federal Tax Return**
 - Copies of the two (2) most recent Federal Tax Returns for all adult household members.
- **Employment Check Stubs:**
 - Copies of all pay stubs for the past two (2) months for all employed household members.
- **Evidence of any Public Assistance such as CalWORKs, General Relief, CAPI, SSI/SSP, Unemployment Insurance Benefits, State Disability Insurance**
 - Copy of Award Letter, Verification of Benefits (PA1918), pay stubs, or, if the funds are directly deposited into your account, copies of the last two (2) bank statements showing the deposits
- **Bank Statements**
 - Copies of six (6) most recent statements for all bank accounts of all household members.
- **Verification of any Other Income Sources**
 - Family assistance, dividends, income from real or personal property, alimony, child support, etc.

If you are income qualified and accepted as a tenant you will need to complete a **Tenant Income Certification** on an annual basis, self certifying your household, income and asset information. Please note that you may also be asked to provide verification of declared income and assets.

If you have any questions regarding this request, please call Aneta Badalian with the City of Glendale, Community Redevelopment & Housing Department at (818) 551-6927 or e-mail her at abadalian@ci.glendale.ca.us.

Thank you for your cooperation.

City of Glendale
Community Redevelopment and Housing Department