



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](http://www.ci.glendale.ca.us)

Dear Tenant:

The unit that you currently rent is subject to an agreement with the City of Glendale which requires the units 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 be provided to the City upon request. 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 your property owner or manager:

- **Tenant Income Certification**
  - Must be completed fully and accurately for all household members.
- **Federal Tax Return**
  - Copies of two (2) most recent 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.

All tenants are required to complete a **Tenant Income Certification** on an annual basis and provide verification upon request.

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](mailto:abadalian@ci.glendale.ca.us).

Thank you for your cooperation.

City of Glendale  
**Community Redevelopment and Housing Department**