

ACCEPTABLE TENANT DOCUMENTS

Acceptable Proof of Identity

Government-issued photo IDs are acceptable, including the following:

- Government Issued Driver's License or REAL ID
- Temporary Visitors Driver's License
- Government Issued Photo ID Card
- Matricula Consular or any Foreign Consulate ID
- U.S. or Foreign Passport
- U.S. Permanent Residency Resident Card
- Chicago CityKey ID Card

Acceptable Proof of Address

Please attach one of the following; the document must include applicant's name, rental address and be dated within 90 days of applying:

- Utility Bill (gas, electric, water, trash, etc.)
- Cable/Internet Bill
- Cell Phone Bill
- Insurance Policy
- Bank Statement
- Credit Card/Debit Card Statement
- Benefit Award Letter (Social Security, Unemployment, etc.)
- Letter from a public entity (such as a school, city or unit of government)

Exclusions

Your lease is unacceptable proof of address. Do not attach your lease as proof of address.

Acceptable Evidence of 2020 Income

Please provide one or more of the following documents:

- 2020 Filed Tax Return (Form 1040) – Pages 1 and 2
- 2020 W-2 tax forms
- 1099 forms for tax year 2020
- Letter from employer stating 2020 income
- Last paystub showing year to date income earned in 2020. Most recent paystub dated 2021
- 2020 or 2021 Benefit award letter, statement or payment detail
- All bank statements showing 2020 or 2021 income (please highlight all regular income)
- 2020 or 2021 profit & loss statement (self-employed or contract work)

If the above documents are unavailable, click [here](#) to download the Income Attestation Without Further Documentation. You must sign and attach this Form; an electronic signature is acceptable. *No other forms will be accepted.*

Other Documents

- Lease – required if the rental unit is a basement, room rental, or shared living space.
- Copy of Voucher with Tenant Portion Rent – required if Tenant is receiving Project Based Rental Assistance / Section 8
- Copy of Re-certification of Income with New Rental Amount - required if Tenant is receiving Project Based Rental Assistance / Section 8

ACCEPTABLE HOUSING PROVIDER DOCUMENTS

Acceptable Proof of Identity

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- U.S. or Foreign Passport
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- Chicago CityKey ID Card

Proof of Ownership

The following documents are acceptable; the property address and owner name must be legible:

- Installment of 2020 Property Tax Bill
- 2021 Monthly Mortgage Statement (dated within 90 days)
- Deed
- Print out from County Website
- Property Management Agreement (required if you are a Property Manager)

Evidence of Past Due Rent

The following documents are acceptable if they include the rental unit address and they show tenant is past due for the months listed on the application:

- Notice of Past Due Rent (5-Day Notice, 30-Day Notice, 60-Day Notice)
- Eviction Notice
- Rent Roll/Tenant Ledger
- Rental Receipt
- Rental Statement
- Other written evidence