

DC Inclusionary Zoning Applications - Required Documents – Rental Home

- IZ Orientation (IZO) Certificate** of completion (class must have been taken in the last two years). This is only needed for one household member. (This is needed for new leases but not renewals.)

For EVERY ADULT (aged 18 years or OLDER) who will live in the home:

- Declaration of Eligibility form.** See the link [here](#). Complete all of it and sign it.

- ID.** Current **driver's license**.

Residency Documents. Provide 2 of the following for where you live now.

- Lease agreement (must be current)
- Utility bill (only water, sewer, gas, or electric accepted, issued in the last 60 days)
- Pay stub showing your address & state taxes withheld (issued in last 60 days)
- Voter registration card (must be current)
- Mortgage statement (must be current)
- Homeowner or renter insurance policy (must be current)
- Property tax bill (issued in the last 60 days)

- Employer Verification Form.** See the link [here](#). For each job worked, the worker completes section A, the employer completes section B and the **employer** submits the completed form by email.

- Tax returns (Filed IRS 1040 Forms).** Last 2 years of all federal and/or foreign **tax returns**. Must be filed copies with all attachments.

- Pay stubs.** Last **8 pay stubs** from all jobs worked showing your address and taxes withheld.

- Bank statements and statements from mobile cash apps (Venmo/PayPal/CashApp/Apple Cash etc.).** Last 6 months of **statements**, all accounts. Must be PDF statements; no screenshots and no lists of transactions.

- Retirement and investment account statements.** Most recent statements for all accounts, including 401ks, IRAs, Robinhood, Acorns and similar accounts.

Other Income. If you receive any of the following, provide the required documentation.

- Unemployment income** – last 6 months of payment history
- Self-Employment income** – profit and loss statements covering the last 12 months (include supporting documents to support your statements)
- Child support and/or alimony** – award letter/document and last 6 months of payment history
- TANF** – proof of current payments received
- Social security/disability payments** – current award letter
- Pension or other retirement payments** – current proof of distributions
- Gifts** – proof of who gave it to you, what it is for, and how often you get it
- Any other income** – proof of who gave it to you, what it is for, and how often you get it

For EVERY CHILD (under 18 years old) who will live in the home:

- Birth certificate** showing name(s) of parent(s). If both parents are listed & will live in the unit, no further documentation is needed. Otherwise, **ONE** of the following unexpired documents is also needed:
 - Court order** showing physical custody of the minor (minimum 50% physical custody)
 - School transcript/proof of enrollment** with a) student's name, b) student's address, c) guardian's name