



**The HIVE**  
**Applicant Checklist**

**Maximum income limit based on occupants.**

**Income limits**

Number of Tenants	1	2	3	4	5	6	7	8
Initial 60% HTC	\$45,540	\$52,080	\$58,560	\$65,040	\$70,260	\$75,480	\$80,700	\$85,860
Recertification Limit HTC (140% of 60%)	\$63,756	\$72,912	\$81,984	\$91,056	\$98,364	\$105,672	\$112,980	\$120,204

If any member of your household receives any of the following sources of income, **please provide the applicable documents below.** *Based on the information provided, additional documents may be required.*

- **Employment** - 4-6 current consecutive paystubs
- **Self-Employment** - Previous year tax return including Schedule C, or Profit and Loss, including anticipated income for the next 12 months
- **Social Security** - Current Social Security Benefit Letter or Social Security Annual Award Letter
- **SSI or other disability benefit** –Current Benefit Letter
- **Unemployment** - Current Benefit Letter
- **Veterans Benefits** - Current Benefit Letter
- **Pension** - Current Benefit Letter
- **Distributions from IRA** - Current statement showing Required Minimum Distribution amount, if applicable
- **Real Estate**-Current lease agreement and mortgage statement

If your combined household assets total more than \$5000 **please provide the following applicable documents:**

*Based on the information provided, additional documents may be required*

- **Checking Accounts** - Contact information for all banks or all pages of your 6 most current, consecutive bank statements
- **Savings Accounts, IRA, CD, Stocks, 401K, Trusts** - Contact information for all banks, or all pages of your most current bank statement
- **Debit/Payment Card** – Print out of current balance
- **Real Estate** - Current mortgage statement, fair market value of the real estate
- **Whole Life Insurance** – Statement of current value if cashed in (not death benefits)