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TELACU Property Management, Inc.  
1248 Goodrich Blvd  
Los Angeles • CA 90022  
T 323.838.8556  
F 323.838.0548  
TTY 323.622.0006  
TRM.TELACU.com

Enclosed is the Eligibility Interview packet, which requires your immediate attention. The information in this packet is needed to determine whether your household meets the criteria in the community's tenant selection plan (TSP). Failure to complete the package or submit supporting documentation could result in denial or delay of processing your application.

As appropriate, please provide the following information for all adults and children, if applicable, on the housing application.

- Verification of Age – A valid picture identification, such as a California Identification Card, Driver License, or birth certificate for each person regardless of age.
- Evidence of a Social Security number card for each person regardless of age.
- Income.
  - A current award or benefit award letter for any federal benefits such as Social Security, Veterans Administration, Disability, etc. The written documentation must be dated June 2022 and onward.
  - Pension or Annuity – Submit the most recent pension documentation dated June 2022 and onward or the most recent Form 1099-R. Contact the institution for a copy of your last correspondence or 1099-R.
  - Self-Employment – Copies of tax returns from 2019 through the present.
  - Employment – Three consecutive months of pay stubs, a payroll summary showing a minimum of three consecutive months of work, or other documentation used to enable Management to verify income for any employment. If your employment has been reduced or terminated (temporarily or permanently), please provide a copy of the notification from our employer.
  - Unemployment benefit letter dated June 2022 and onward.
- Assets.
  - Checking – Six current consecutive bank statements for any checking accounts.
  - Savings – Most recent banks statement for any savings or money market account.
  - Retirement Accounts – Most recent statement.
  - Life Insurance – A copy of the policy or the amortization schedule. You may need to contact the insurance company and request verification of the asset.
  - Burial Plot – A copy of the policy or submit the cash value of the asset. You may need to contact your burial plot planner or cemetery and ask for written documentation of the asset's cash value.
  - A recent ATM receipt showing the current balance for any Direct Express Card, Golden State Advantage Card, Employment Development Division (EDD) Card, and/or EBT Card. The ATM receipt must be dated June 2022 and onward.
  - A recent ATM receipt showing the current balance for any other debit card. The ATM receipt must be dated June 2022 and onward.
  - A copy of your most recent balance in your Paypal, Venmo, or similar type of account. The documentation must be dated June 2022 and onward.



## Eligibility Interview Packet

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- Program Requirements.
  - DD214. The military discharge must be one of the following:
    - Honorable
    - Medical
    - General Under Honorable Conditions
    - Other Than Honorable
  - Proof of chronically homeless
  - Proof of disability
- Full-Time Student: If you are a full-time student
  - Proof of student status
  - A household cannot be comprised of all full-time students (Kindergarten through 12th grade and institutions of higher education) unless they meet one of the following exceptions:
    - A student receiving assistance under Title IV of the Social Security Act (TANF); or
    - A student who was previously in the foster care program; or
    - A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other Federal, State or local laws; or
    - The household is comprised of single parents and their children and such case of a single parent with children, the legislative history explains that none of the tenants (parent or children) can be a dependent of a third party; or
    - The household contains a married couple entitled to file joint tax returns.
  - Note that for the LIHTC program, a student who is a full-time student for of 5 months out of the current calendar year is considered a full-time student for the entire calendar year. The months do not need to be consecutive.

Submit the complete package via email.

***\*\*Please keep the originals. CTCAC requires that Management maintain original copies in your file. If you submit your package electronically or via fax, Management will contact you and let you when we are ready to collect the original forms.***

