

# Okaloosa County NSP Rental Certification Checklist

**ALL household members 18 or older are considered adults and must sign all forms as well as provide all the below required documents.**

- Application (*form provided*)
- Authorization of Release of Information / SSN Waiver (*form provided*) for each adult member
- Proof of Identity for each household member (may include Driver's license, Birth certificates, or Passport)
- Divorce decree (*if applicable*)
- Letter of adoption (*if applicable*)
- Court-ordered letter of guardianship (*if applicable*)
- Most recent, consecutive 2 months of paystubs for all household members
- Current Benefits letters/notices (Disability, Social Security) (*if applicable*) for all household members
- Child support Court Order, if no Court Order then affidavit is required
- Most recent, consecutive bank statements (Checking accounts - 6 months; Savings accounts - 3 months) All accounts that have anyone in the household's name on them.
- 6 months most recent, consecutive statements for any Mobile Financial and / or Investment Apps (includes but not limited to; Cash App, Venmo, Zelle, Apple Pay, Chime, Acorn, Robin Hood)
- 2021 Federal Tax Return
- Asset Verification (*IRA, 401K, Stocks, Bonds, Property*) (*if applicable*)

**If you are self-employed in addition to the items, above also provide**

- Last 2 years tax returns (2020 & 2021)
- Schedule C for last 2 years
- Profit and Loss statement for current year up to date of application (January – present)

**NOTICES:**

- ❖ Submitted Applications must contain all required documentation. Packages that are not complete will be moved behind those with complete packages.
- ❖ Completed application packages may be emailed to [housing@myokaloosa.com](mailto:housing@myokaloosa.com) or dropped off in the "Housing Assistance" box located outside the Growth Management office at the County Administrative Building in Shalimar.
- ❖ If additional copies of forms are needed you may download from our website at <http://www.myokaloosa.com/gm/ship>
- ❖ There may be other documents required in addition to those on this list.
- ❖ Failure to recertify and sign a lease in the given time can result in loss of benefit.

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[Housing@myokaloosa.com](mailto:Housing@myokaloosa.com)

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