

Income Documentation



BEFORE YOU APPLY

Please have at least one of the following forms of acceptable income documentation before you apply to expedite the application process:

- Paystubs** - Consecutive paystubs equal to the most current month's pay period.
 - W-2** from Employer and A) current month's paystub or B) bank statement.
 - Three consecutive and current month of full bank statements** (detailed version, including transactions) or current investment account (stocks, bonds or mutual funds) statement.
- **For a complete list of Acceptable Income Documentation, see pages 2-4.**
 - **For a complete list of requirements, visit [InvitationHomes.com/Qualification-Requirements/](https://www.invitationhomes.com/Qualification-Requirements/) Final qualification and approval is determined when you apply.**



Income Documentation

Please have at least one of the following forms of acceptable income documentation before you apply to expedite the application process. We cannot accept copies that are illegible.

- Paystubs - One consecutive months' worth (must be most current). If applicant is paid:
 - Monthly: submit 1 (gross income for that pay period is used). If paystub does not contain a YTD total, a 2nd paystub is required
 - Bi-weekly: submit 2 (sum of the gross income is used)
 - Weekly: submit 4 (sum of the gross income is used)
 - Bonuses may be used. If they are paid annually, they will be averaged over 12 months; otherwise they will be calculated in the monthly average
- W-2 from Employer & 1 most current paystub or bank statement (gross income is used, current paystub or bank statement is proof of current employment). Please note that a W-2 from prior year is not accepted after January 31.
- Three consecutive and current months of full bank statements (the detail with all transactions, not just a summary) or current investment account (stocks, bonds or mutual funds) statement
 - If applicant is employed and using bank statements because paystubs are not available, the average recurring monthly deposits (direct from employer or bank counter/ATM deposits) must meet the minimum income to rent ratio. For example: if monthly rent is \$1000, the average monthly deposits over the last three months must be \$3000.
 - If applicant is qualifying based solely on liquid assets, a minimum average ending balance of 3x the monthly rent for the term of the lease is required. For example: if monthly rent is \$1000 with a 12 month lease term, the average ending balance must be a minimum of \$36,000. If assets are from the sale of property within the past three months, a final HUD-1 or notarized settlement agreement will be accepted in lieu of average ending balance requirement. For stocks, bonds and mutual funds, the most current statement must be provided. If the statement is quarterly, a current snapshot of the account within the last 7 days must be provided.

- Offer letter or income verification from employer - must be current or for a job starting within 30 days of move-in, on company letterhead (or notarized) and signed by the appropriate HR or company officer with verifiable contact information. Employment verification services via phone or online are also acceptable. Employers may execute an Invitation Homes Verification of Employment Form.
- Tax return & most current paystub or bank statement (gross income is used, current paystub or bank statement is proof of current employment). Please note that a return from the prior year is not accepted after April 15 unless proof of a tax filing extension is submitted with the previous year's tax return.
- Social Security Disbursement Letter (current year only)
- Child Support Order from Court (Notarized letter from attorney also acceptable)
- Disability Disbursement - must provide disbursement letter showing monthly amount or statement
- Retirement Disbursement - must provide disbursement letter showing monthly amount or statement
- Student loans/grants statement - only amounts allocated to Housing will be used.

Self-employed (1 or more of these may be required)

- 1099(s) plus most current bank statement. Please note that 1099(s) from prior year is/are not accepted after February 28.
- Tax Return and most current bank statement. Please note that a return from prior year is not accepted after April 15 unless proof of a tax filing extension is submitted with the previous year's tax return. Adjusted Gross Income figure is used (gross income may be used if AGI isn't provided on specific IRS form filed). The AGI or gross income reported must be greater or equal to three times the monthly rent, divided by 12 months. Monthly deposits on the bank statements must total the AGI or gross income for the previous year, divided by 12 months.
- Three consecutive and most current months of personal or corporate bank statements indicating that the gross monthly deposits meet the requirement of three times the monthly rent per household. Proof of owner entity is required. (Bylaws, Articles of Incorporation, etc.) The percentage of deposits used will be equal to the percentage of ownership.

The following documents are not acceptable forms of income verification:

- Handwritten Verification from Employer or handwritten paystubs
- Bank statements or pay stubs from another country. Foreign bank statements may only be accepted if the institution is recognized in the United States and the statement reflects exchange rates and balances in US Dollars
- 401k and Retirement accounts (Unless considered liquid)
- Invoices (Self Employed)
- Financial statements
- Invoices (Self Employed)