



Property Management Division 614 Kapahulu Avenue Suite 102 Honolulu, Hawaii 96815
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REQUIRED DOCUMENT(S) CHECKLIST

INCOME (EARNED OR UNEARNED)

- Employment
 - 4-6 consecutive paystubs
- Self-Employment
 - Past 3 years' worth of Schedule C's
- Most recent award letter for any of the following:
 - Pension
 - Annuity
 - Retirement
 - Social Security or SSI
 - Unemployment
 - VA Benefits
 - Worker's Compensation
- Child Support or Alimony decree
 - Payment history from CSEA

ASSETS

- Bank Statements
 - Six (6) months' worth of current consecutive checking account statements
 - Current savings account statement
- Most recent statement for any of the following:
 - Retirement / 401k
 - Trust Account(s)
 - Stocks / Bonds
 - Whole or Universal Life Insurance
 - Real Estate Documents
 - Sales contract
 - Lease (if renting our property) and/or Deed/mortgage statement
 - Property insurance
 - Timeshares

OTHER

- Public Assistance recipient letter
 - TANF (cash)
 - Section 8 voucher letter