

## CDCLI REQUIRED DOCUMENTATION FOR PLUS ONE ADU APPLICATION

### I. Proof of Ownership

#### A. Property Deed:

Copy of Property Deed with Schedule A (Property Description). If applicant's name is not on deed AND/OR one or more of the owners listed on deed is deceased, please contact CDCLI to determine additional or alternate acceptable proof of ownership.

### II. Proof of Residency

#### A. For owner occupants:

1. Proof of Residency/Owner Occupancy- Select (a) or (b) **and** (c) from the items below:

- a) *Driver's license or Non-Motorized Identification Card*
- b) *Voter Registration – registered voters can upload a screenshot of their voter registration confirmation from <https://voterlookup.elections.ny.gov/>*
- c) *Copy of current utility bill in homeowner's name (electric, natural gas, water, sewer, cellphone, cable)*

#### B. For owners listed on deed who are not occupants of the home (if applicable):

1. Notarized letter of non-residency and consent to application by resident

### III. Proof of Income for Owner Occupants

#### A. Working Individuals:

1. Wages (if applicable)
  - a) *Copies of last three (3) consecutive pay stubs*
  - b) *Last year of State and Federal Income Tax Returns, summary pages only (IRS Form 1040 and NYS IT201)*
2. Self-Employment (if applicable)
  - a) *Last 2 years of State and Federal Income Tax Returns, summary pages and Schedule C (IRS Form 1040 and NYS IT201)*
3. Other Sources of Income (if applicable)
  - a) *Social Security/SSI/SSD/TANF/Unemployment/Workers' Comp/VA Benefits – Copy of most recent Award Letter from applicable agency.*
  - b) *Pension/Retirement – Copy of current letter/printout from company*
  - c) *Alimony/Child Support – Court papers or support collection printout*

d) *If any of the following is a regular source of income, please provide a current statement from your bank, brokerage firm, insurance company, or other applicable entity:*

- (1) Interest
- (2) Dividends
- (3) Insurance Proceeds
- (4) Estates
- (5) Trusts

4. Bank Statements - Copy of (2) most recent consecutive bank statements from primary Checking and/or Savings accounts

B. Non-Working Individuals:

1. Last year of State and Federal Income Tax Returns if applicable, summary pages only (IRS Form 1040 and NYS IT201)

2. Other Sources of Income (if applicable)

a) *Social Security/SSI/SSD/TANF/Unemployment/Workers' Comp/VA Benefits — Copy of most recent Award Letter from applicable agency.*

b) *Pension/Retirement — Copy of current letter/printout from company*

c) *Alimony/Child Support — Court papers or support collection printout*

d) *If any of the following is a regular source of income, please provide a current statement from your bank, brokerage firm, insurance company, or other applicable entity:*

- (1) Interest
- (2) Dividends
- (3) Insurance Proceeds
- (4) Estates
- (5) Trusts

3. Bank Statements - Copy of (2) most recent consecutive bank statements from primary Checking and/or Savings accounts

C. Zero Income Form: If any owner residing at the home does not have any income, they will be asked to fill out a zero-income certification form.