



Application Interview Checklist



Our apartments are designed to provide affordable quality housing to people who most need it. Because of this, all tenants will have to show proof of their income to make sure they qualify. Thank you for understanding!

After your complete application is received, you will be interviewed. All applicants will have to be interviewed. All members of your household 18 years and over will have to attend this “pre-process” interview. At your interview, you will have the chance to review and update your application.

Below are the items you will need to bring to your “pre-process” interview:

Proof of your identity

- Copy of birth certificate for every member of your household (baptism certificate or passports are also OK)
- Copy of Social Security card for every member of your household
- Copy of Photo ID for every member of your household who is 18 or older (a driver’s license, passport, military ID or state-issued photo ID are all OK)
- Your most recent signed IRS tax return
- Your landlord history for the last three years (name, address, phone number, and an email address, if they have one ... MVI will send a rental history verification form to each landlord)
- Up-to-date phone number and (if you have one) email address so that MVI can contact you

Proof of your income

- If you’re employed—
copies of your six most recent pay stubs, in order, or 6 months of gig work payments on a bank statement
- If you receive Social Security—
your most recent Social Security award letter
- If you receive unemployment—
your award letter, with your claim details
- If you receive cash assistance from the Pennsylvania Department of Human Services—
your current statement showing your cash benefit amount
- If you receive child support—
your current child support court order, with proof showing

Proof of your assets

- Last six months of bank account statements (includes banking apps like Chime, Dave, etc.)
- If your Social Security benefits are directly deposited onto a Direct Express card instead of into a bank account, you will need to provide the available balance of your card—an ATM receipt showing the current available balance is OK
- If you have retirement accounts, a 401K, or whole life insurance—please provide a current statement with the current cash value of the accounts

Important ... if you need help, now is the time to ask:

If you think you will have trouble obtaining these documents ... if you have a bad credit history ... if you have a criminal history ... don’t wait! MVI staff may be able to help. Call us at 412-271-1300.