



CENTRAL JERSEY HOUSING RESOURCE CENTER

Ed Israelow, President

Sharon Clark, Executive Director

DOCUMENTATION REQUIRED FOR SELF EMPLOYED APPLICANTS

We require proof of income and expenses for the current year to determine net business income. Therefore the following documents are required:

Proof of Income

- A profit and loss statement for the current year must be submitted
- Income earned year-to-date
- Estimated gross annual income
- Business expenses year-to-date
- Estimated business expenses for the current year

Proof of Expenses

- Copies of the business accounts ledger
- Copies of checks (proof of income or expenses)
- Copies of receipts (proof of income or expenses)
- Copies of invoices (proof of income or expenses)

If the information required is provided by an accountant, the data must be on the accountant's letterhead and signed. The information must be current and not apply to previous years. Business income claimed on tax returns cannot be substituted for the required **current** documentation as noted above.

Non-taxable income or income earned but not claimed on taxes cannot be included in the calculation of the applicant's gross annual income.

If you have questions or require additional information, please call us at 908-704-8901

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