



Queen Anne's County
Division of Housing and Community Services
104 Powell Street
Centreville, MD 21617



In addition to completing the MPDU Rental Application, all applicants must provide the following information:

- 1. Completed application signed and dated by all potential applicants*
- 2. Certified copies of your most recent Federal income-tax returns including all schedules and W-2 forms. Tax Return Request Form*
Note: Fill out the form and DHCS will submit to the Comptroller for the certified copies, this process can take four weeks to complete
 - a. If divorced or separated, legal evidence must be provided.
 - b. If married filing separately, tax forms for both parties must be provided for two years.
 - c. If a federal tax form was not filed in either tax year, a letter from the IRS certifying that there is no record of return must be provided.
 - d. A household which includes a person who is self-employed must supply a current profit and loss statement.
 - e. If a person or household did not file because they were a full-time student, a copy of the school transcript or a class schedule showing their student status during the applicable tax year(s) must be provided.
 - f. If a newborn child who was not listed on the federal tax return, a copy of the child's birth certificate must be provided.
 - g. If a dependent is 18 or older, they must be verified whether or not they are a student. If they are not a student and are working, copies of their two most recent pay stubs must be provided.
 - h. Persons who do not have the required federal tax information because they did not live in the United States at any time during the applicable time period must supply a copy of their passport and the passports of each family member indicating their dates of entry. In addition, these persons must supply evidence from the United States Internal Revenue Service verifying that they have not filed federal income taxes in the previous one or two years, whichever is applicable.
- 3. Pay stubs for the last 30 days for all wage earners aged 18 or older.
- 4. Completion of Employer Verification form for all applicants.*
Note: You need to fill out the top 3 lines and return to form to DHCS. DHCS will then send it to your employer to complete. DHCS must receive the completed for directly from the employer
- 5. Copies of driver's licensed for everyone in the household.
- 6. Signed Personal Information Release*
- 7. Completed Budget Worksheet*

***Forms provided by Queen Anne's County Division of Housing and Community Services**

**Please be advised that certification by the County does not guarantee an apartment.
You must go through the renter's application process.**