

## Checklist for Re - Exam

### **2026 Proof of Income**

- SSI January 2026 Statement
- SSA January 2026 Statement
  - Contribution Form
- Paychecks (THE MOST RECENT 2 )
  - Income verification sheet



**\*\*Failure to appear on a scheduled date & time will result in termination of your residency.\*\*\***

**→ If you have to work during the scheduled time please make an appointment with JACKIE.**

**→ IF YOU WORK FOR A HOME HEALTH AGENCY COME BY THE OFFICE TO GET INCOME VERIFICATION DOCUMENT EMAILED TO YOUR HUMAN RESOURCES / PAYROLL AGENT.**

**BELOW IS JACKIE'S EMAIL:**

**[jbm.robersonvillehousing@gmail.com](mailto:jbm.robersonvillehousing@gmail.com)**

- ☐ ALL DOCUMENTS MUST BE SIGNED BY ALL ADULTS IN THE HOUSEHOLD THE DAY OF RE EXAMINATION
- ☐ EMAILED PROOF OF INCOME **DOES NOT** COMPLETE RE EXAMINATION OR RENT CALCULATION
- ☐ ALL TENANTS OVER 18 YEARS OLD MUST BE PRESENT FOR RENT CALCULATION AND RE EXAMINATION

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**On the other side of this page is a schedule for the  
2026 Re- Examination.**

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## Date and Times for Re-Examination

Date	Time	Location	Apartment #
02/10/2026	9AM AM - Noon 1PM - 4PM	Old Cherry Sq. New Cherry Sq	1-16 17A-26B
02/11/2026	9AM- Noon 1PM - 4PM	Andrews & Webb	17-24 33-35 51-54
02/12/2026	9 AM - Noon 1PM - 4PM	Slade	25-28 29-32
02/13/2026	<b>APPOINTMENTS ONLY!</b>		
02/17/2026	9 AM - Noon 1PM - 4PM	Chance	1A-6B
02/18/2026	9 AM - Noon 1PM - 4PM	Chance	7A- 13B
02/19/2026	9 AM - Noon 1PM - 4PM	Crandall Court	36-50
<b>Everyone who is 18 and older <u>MUST</u> be present to sign documents.</b>			

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**Call RHA Office during Office Hours as stated in your lease if you have any Questions**

**OFFICE NUMBER :(252) 217-2283**

**THIS INFORMATION IS ONLINE : [robersonvillehousing.com](http://robersonvillehousing.com)**