



REQUIRED DOCUMENTS TO APPLY FOR RENTAL ASSISTANCE:

FOR LANDLORDS:

Landlords and owners submitting on behalf of eligible households must obtain the tenant's signature on the application and must provide documentation of the application to the tenant.

- Proof of Identity: Social Security number, Tax Identification Number or Employer Identification Number.
- Contact information: Company name, Address, e-mail address (if any), phone number.
- W-9 Form: Completed and signed.
- Tenant Documents (for each tenant):
 - Tenant name
 - Tenant email address
 - Tenant address
 - Past due rent amount
 - Late fees
- Proof of Ownership:
 - Warranty Deed
 - Tax Record
 - Insurance Binder

Note: if applicant is a Property Management Company or Legal Representative, applicant must also attach documentation showing authorization to act on behalf of the property owner.

- Lease agreement signed by applicant and landlord, this document should include the unit where the applicant resides or address, and establishes the rental payment amount.