



REQUIRED DOCUMENTS TO APPLY FOR RENTAL ASSISTANCE:

FOR TENANTS/RENTERS:

Tenants will need the following types of documents/items along with the application.

- Proof of Identity:
 - Valid Government-Issued photo ID of the applicant: Driver's license, U.S. Military ID or passport.
- Contact information: Address, e-mail address (if any), phone number.
- Documentation to establish the risk of homelessness, housing instability, or eviction:
 - A past due rent notice ;
 - A past due utility notice;
 - An eviction notice.
- Proof of Household Income (for each household member over the age of 18):

Annual Income Documentation:

- Copy of 2020 tax returns filed with the IRS for the household, (W-2 statements and any 1099 forms, must be submitted);
- Documents evidencing annual income: wage statement, interest statement, unemployment compensation statement;
- Other benefits income, such as TANF, Social Security, and others not considered taxable income and will not be reported on a tax form;
- Letter or attestation from employer.

Monthly Income Documentation:

- Paystubs or other wage statements, for at least the most recent two months (60 days) prior application;
- Letter or attestation from employer;
- Bank statements for last 3 months.
- 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.
 - In case of absence of a signed lease, provide bank statements, check stubs, or other documentation establishing a pattern of paying rent to a verifiable landlord.
 - A written attestation by a landlord who can be verified as the legitimate owner or management agent of the unit.
- Tenant current **rent** bills, invoices, or evidence of payment to the tenant and/or current **utility** bills, invoices, or evidence of payments to the provided if seeking assistance for these costs.
- COVID-19 Impact:
 - Termination notice, documentation of unemployment, or loss of income since the COVID-19 outbreak;
 - Termination letter from employer(s);
 - Bank statements;



- Documentation showing other housing-related expenses experienced due to COVID-19.
- Previous assistance: notices of any prior rental assistance received since March 2020.
 - Any other documentation that indicates your risk of housing instability or homelessness.
 - Contact information of the Landlord: Name, Company, Phone number, and email.