



Name:

RENT ASSISTANCE DOCUMENT CHECKLIST

- Application completed in its entirety
- Copy of ID and Social Security cards for all members in the household
 - Dependents under the age of 18 do not need to provide ID unless they contribute to the household's income
- Copy of current lease, signed (this must show who is on the lease and how much is paid per month total)
- Proof of income for the last 30 days
 - This includes but is not limited to: earned income, child support/alimony payments, TANF, SSI/Disability, etc.
 - If you have just started a job and cannot provide paystubs, a letter from your employer stating what your pay rate is and how many hours a week you work will suffice.
- Proof of Hardship (reason you cannot afford to pay rent currently)
 - This includes but is not limited to: car repair bills, doctor's notes, letter from employer stating lay off/loss of hours, paystubs showing hours decreasing TEMPORARILY, etc.

ADDITIONAL DOCUMENTS THAT MAY BE NEEDED

IF YOU ARE SEEKING ASSISTANCE WITH AN EVICTION NOTICE:

- 5- or 10-day landlord's notice OR court-ordered eviction notice
- If the amount you owe is over \$600.00, you will be asked to provide proof of payment prior to receiving funding. (If you owe 750.00, we will need proof you paid at least 150.00)

IF YOU ARE SEEKING ASSISTANCE FOR A DEPOSIT:

- A lease OR a letter from a potential landlord stating what unit they are offering you, as well as what is owed in rent per month and the security deposit.
- Verification of Homelessness (I provide this form to you)
 - This form must be signed by a homeless service provider