Emergency 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

☐ Releases of Information (Sent Via Docusign once you submit an application)

☐ 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(and the 30 days prior to your accident if no income for the past 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: Doctor's note, letter from employer stating lay off/loss of hours, paystubs showing hours decreasing TEMPORARILY, etc. Each case is unique and may require additional or different documents than those stated above.

ADDITIONAL DOCUMENTS THAT MAY BE NEEDED

IF YOU ARE SEEKING ASSISTANCE WITH AN EVICTION:

☐ 5- or 10-day landlord's notice OR court-ordered eviction notice (if issuing)

☐ 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)

☐ Payment Ledger March-Present

NOTE: We do NOT pay for the following: Utilities of any kind, late fees, parking fees, pet fees or other existing fees within your lease agreement. We pay only the base rent.

NOTE: You have 7 days from the date of this checklist being sent to get the remaining documents to me. If you do not, your application will be denied on the 8th day and you will be unable to apply for our rent assistance for 3 months from that date.

Date Sent:

Date Due:

Denial Date (if applicable):