

Valid I.D.

The primary applicant and landlord must provide verification of identity by providing at least one of the following documents:

- Driver's License¹
- State Identification
- College Identification
- Passport
- Birth Certificate
- Military Identification
- Tribal Identification
- Employer Identification
- DHS issued immigration identification/documents, including Employment Authorization Document (EAD), documentation of Lawful Permanent Residency including I-551, or I-94, Certificate of Naturalization, Certificate of Citizenship, or Foreign passport with a valid unexpired US Visa.

Identification must be current as of the date of the application, except when noted otherwise.

¹An expired driver's license is acceptable form of identification.

Income Documentation for All Adult Household Members (18+)

Each household member, 18 years of age or older, must provide proof of income.

For households receiving assistance from other programs, submit one of the following:

- For households currently enrolled in SNAP, TANF, or Medicaid, provide the Notice of Case Action. See *How to Document SNAP, TANF, or Medicaid* for directions.
- For households residing in Public Housing, provide the household's most recent income certification, vouchers, letter, or documentation from the unit's management team/landlord verifying eligibility. This documentation must have a program eligibility dated after January 2020.

For households providing income documents, submit one of the following for each adult household member:

- 2020 tax returns (IRS 1040)
 - ◆ See *How to Provide 2020 Tax Returns* for directions
- Proof of current income established in the previous 30+ days (e.g., 4 weeks of current pay stubs).
- Self-Attestations are available for cases in which the:
 - ◆ Adult household member reports income of zero
 - ◆ Adult household member reports cash-only income
 - ◆ Adult household member earns an income through self-employment

Economic Hardship Attestation related to the COVID-19 Public Health Emergency

The primary applicant must respond “Yes” to at least one of the Financial Hardship Questions in the tenant application:

- Has anyone in your household qualified for any kind of unemployment benefits?¹
- Did you or anyone in your household make less income as a result of the COVID-19 Public Health Emergency?²
- Has anyone in your household had a significant increase in expenses (costs) due to the COVID-19 Public Health Emergency?³
- Has your household experienced any other financial hardship due to the COVID-19 Public Health Emergency?⁴

The descriptions below further explain the terms of each question. By answering “Yes” to the question, the primary applicant attests that the household meets the situation in the description.

¹One or more members of the applicant’s household qualified for unemployment benefits after March 13, 2020.

²A reduction in household income is defined relative to the Area Median Income (AMI) of the applicant household for this Program.

- For a household with an AMI of less than 50%, the applicant must attest to a reduction of income of more than \$60 per month.
- For a household with an AMI of more than 50% but less than 80% AMI, the applicant must attest to a reduction of income of more than \$100 per month.

³Costs related to the COVID-19 Public Health Emergency include expenses reasonably related to changing circumstances caused by a member of the household requiring treatment for COVID-19, reasonable actions taken to prevent infection, the costs of relocation due to changed financial or health circumstances, purchases to support remote work or school, childcare needs due to school closure, cost of alternative transportation, increased utility costs due to increased time at home, as well as penalties and fees for late rent or utilities.

- For a household with an AMI of less than 50%, the attested total cost incurred must be greater than or equal to \$400.
- For a household with an AMI of more than 50% but less than 80% AMI, the attested total cost incurred must be greater than or equal to \$800.

⁴Household with verified income at less than 30% AMI automatically qualify as having experienced financial hardship. This criterion does not apply to households that rely on income attestations. Households that received a Notice of Eviction from a prior or current rental address, dated on or after March 13, 2020 also qualify under this criterion.

Risk of Homelessness and/ or Housing Instability

Submit one of the items from the following list.

Note: If your verified household income is less than 30% of the AMI and/or your household costs exceed 50% of your household income, you may not need to provide additional documentation. If you are unsure, we suggest providing one of the documents below to prevent delay to processing your application.

- Past due utility notice
- Past due rent notice
- Documentation of temporary residence in a hotel or motel
- Rental agreements that demonstrate one or more household members have moved at least twice within the sixty (60) days preceding the application
- Utility bills or screenshots that demonstrate one or more household members have moved at least twice within the sixty (60) days preceding the application
- Mail from a government agency received at least two different addresses dated or postmarked within the sixty (60) days preceding the application
- Notice to vacate from prior address dated on or after March 13, 2020
- Notice of Eviction from prior address dated on or after March 13, 2020
- Written notice to vacate the dwelling for failure to pay rent on or after March 13, 2020
- Eviction notice dated on or after March 13, 2020
- Notice of termination of tenancy dated on or after March 13, 2020
- Documentation of current code enforcement violation relating to health or safety from local government
- Condemnation order from local government
- Failed inspection report from local government
- Current Order of Protection for domestic violence or repeat violence

Proof of Tenancy

Fees included in the lease, whether separately identified or included in an overall rent payment, such as garbage fees, are eligible for assistance.

Submit a copy of your lease. The rental lease must meet all of the following conditions:

- Current and inclusive of the date of application **OR** expired in or after September 2020; and
- Signed by the applicant and by the landlord or sublessor; and
- Identifies the specific unit where the applicant resides; and
- Identifies rental payment amount.

Renters who do not have a lease that meets the above conditions must provide an expired lease, which expired prior to September 2020, and at least one of the following:

- Receipts for rent payments¹; or
- Current utility payments for the property in the name of the renter; or

- Cancelled check stubs showing purpose and landlord; or
- Bank records that demonstrate continuing rent payments; or
- Attestation by the landlord of an agreement to rent and payments made accompanied by evidence of payments by the renter; or
- Voter registration card if the name and address matches the application; or
- Driver's license if the name and address matches the application²; or
- Merchant statement that clearly indicates the name and address; or
- Employer's statement that clearly indicates the name and address.

¹Cash receipts are not acceptable in conjunction with an expired lease.

²Driver's license may be expired as long as the name on the license matches the name of the household member and the address on the driver's license matches the rental address in the application.

If no lease or attestation by the landlord is available, the renter must demonstrate a minimum pattern of three (3) months of rent payments, such as cancelled checks or bank statements that identify the landlord and purpose of payments.

Proof of Rental Arrears

Submit one of the items from the following list:

- Notice of late rent
- Notice of eviction
- Eviction court filing information
- Signed attestation by the landlord*.

*Signed Attestation of Rental Arrears

If an applicant submits a signed attestation of the rental amount, the applicant is eligible for up to a monthly maximum of 100% of the greater of the Fair Market Rent or the Small Area Fair Market Rent for the area in which the applicant resides, as most recently determined by HUD and made available at <https://www.huduser.gov/portal/datasets/fmr.html>. The landlord attests to the rental arrears owed by the tenant.

If the landlord is not available or non-responsive, the tenant can attest to the rental arrears. The eligibility specialist will compare the amount provided by the tenant to the greater of the Fair Market Rent or Small Area Fair Market Rent. The amount deemed eligible will not exceed the greater of the Fair Market Rent or the Small Area Fair Market Rent. The tenant must attest that the household has not received, and does not anticipate receiving, another source of public or private subsidy or assistance for the rental costs that are subject to the attestation.

Per federal requirements, assistance based on the attestation of rental arrears may only be provided for three months at a time.

Proof of Utility Arrears

Households may apply for utility assistance without applying for rental assistance. Telephone, cable, and internet services are not considered utilities for the purposes of this Program.

The Program will cover utilities and home energy costs that are separately stated charges related to the occupancy of rental property. Accordingly, utilities and home energy costs include separately stated electricity, gas, water and sewer, garbage removal, and energy costs, such as fuel oil.

Renters should provide bills, invoices, or evidence of payment to the provider of the utility or home energy service. This document should clearly indicate the following:

- Payee is the applicant or member of household; and
- Address and unit matches the application.

