



# Renter Document Checklist

## IDENTITY VERIFICATION

*Renters will be requested to provide proof identification.*

The applicant is requested to provide one (1) of the following to verify their identity:

- Photo ID
- Utility bill with name and address
- Other documentation with name and address

## PROOF OF OBLIGATION TO PAY RENT / UTILITIES

*Renters will be required to provide a valid agreement detailing monthly rent / utility amounts and additional terms.*

The applicant is requested to provide one (1) of the following for each form of assistance to establish eligibility:

- Copy of current lease (preferred)
- Documentation detailing rental agreement with the landlord
- Utility bill (preferred)
- Documentation detailing utility provider, account number, service dates

## INCOME DOCUMENTS

*Renters will be requested to provide documentation to substantiate income for all household members age 18 or older using one (1) of the following options.*

**Option 1.** Applicant must provide one of the following for annual income:

- IRS form series 1040 (preferred)
- W-2 wage statements for 2020
- Paystubs or wage statements
- Unemployment compensation statements

**Option 2.** Applicant must provide one of the following for monthly income:

- Two most recent months of pay stubs (or 8 consecutive weeks)
- Signed wage/payment schedule from employer(s)
- Unemployment compensation statements

**Option 3.** Applicant must provide the following for income self-certification:

- If you are unable to provide income documentation, you will be required to certify your income in the application

## PROOF OF FINANCIAL HARDSHIP

*Renters will be requested to provide documentation detailing financial hardship due to the COVID-19 pandemic.*

The applicant is requested to provide one (1) of the following:

- Furlough or layoff notice
- Pay stubs showing a pattern of reduced income
- Form 1040 for 2019 and 2020 showing reduced income
- Other documentation showing reduced income

## PROOF OF CURRENT HOUSING INSTABILITY

*Renters will be requested to provide documentation detailing the risk of experiencing housing instability or utility shut off.*

The applicant is requested to provide one (1) of the following:

- Past Due Rent Notice
- Eviction Notice
- Proof of penalty or reconnection fees