



Exhibit C:

COVID-19 Emergency Rent Assistance Program (ERAP-1) Funds ERAP-1 Tenant Checklist of Documents

Once a household is determined eligible for assistance, the following materials are required to be submitted as part of the application. **There is no citizenship requirement to be assisted with these funds.**

1. VERIFICATION OF INCOME

(All household members over the age of 18 must provide **ONE** of the following)

- 2020 tax return forms (such as a 1099, 1040/1040A or Schedule C of 1040)
- 2020 W-2 form
- Most recent paycheck stubs
- A letter of termination from your job
- Employer-generated salary report or letter stating current annual income or Earnings statements
- Current bank statements showing direct deposit of income and/or benefits
- Proof of application for unemployment benefits
- Proof that unemployment benefits have expired
- Self Employed - tax records, statements, or other documentation of loss of employment
- Benefits eligibility letter from a government program, including award letter (TANF, SSI, other benefits)

Self-attestation is acceptable in the following circumstances:

- Household lives in census tract with average 2020 median income at or below eligibility threshold (more information on process for determining in Exhibit 2, Documenting Income)
- Necessary as reasonable accommodation for a person with disabilities
- Necessary due to extenuating circumstances related to pandemic or lack of technological access

2. LEASE / RENTAL AGREEMENT OR OTHER PROOF OF RENT DUE

Provide a current lease or rental agreement signed by the applicant and landlord or sub-lessor that identifies the unit where the applicant resides and shows the rental payment amount.

If a signed lease is not available, proof of rent due may include one of the following:

- **ERAP-1 Agreement to Assign Rent Assistance Form**
- Another source of written confirmation by a landlord who can be verified as the actual owner or management agent of where you rent
- Landlord Verification of Rent Due
- If landlord refuses to sign you may submit a [Self-Verification of Rent Due](#) form.

Questions?

Please contact Home Forward at:

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