



Chatham County COVID-19 Emergency Rental Assistance Program

Tenant Checklist

If you are a tenant, who wants to apply for the Chatham County COVID-19 Emergency Rental Assistance Program, you can prepare by gathering the information and documents you will need to attach as part of your application. The sooner you submit all documents, the sooner your application can be processed.

- 1. Contact Information:** Your address, email address, and phone number
- 2. Applicant(s) ID:** Valid Government-Issued Photo ID of Applicant
- 3. Social Security Number:** Social Security Number for each member of the household
- 4. Proof of Household Income** (for **EACH ADULT MEMBER** of the household, must provide at least **ONE** of the following):
 - 2020/2021 Tax Return
 - One (1) month of checks/paystubs
 - Letter from current employer
 - Self-attestation of Zero Income (can be downloaded from the application)
 - Self-attestation of Current Income (can be downloaded from the application)
 - Official determination letter or annual renewal letter to receive benefits (from SNAP, WIC, etc. dated January 2020 or later)
 - Self-employment records for the last 3 months or 1099 tax document for 2020, along with a signed self-employment certification (provided by Enrollment Specialist)
 - Current Unemployment Benefits
 - Bank statements for the last 3 months
- 5. Lease/Welcome Letter:** Executed/Signed Lease Agreement or written attestation from a verifiable landlord. Of applying for security deposit assistance, please provide a welcome letter or move-in notice from the landlord/apartment complex showing the address of the property and rental information (a full lease will be required within 15 days of move-in to the property).

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- 6. Landlord Information:** Provide your landlord's email address and contact information
- 7. Tenant Current Rent Bill:** current rent billing statement of amount owed or a letter from the landlord stating the amount owed to date as well as months past due
- 8. Eviction Notice:** Copies of eviction notice or dispossession notice (if applicable)
- 9. Utilities:** Copy of past due/current water/sewer, electric, gas, and internet utility notices. You will also need to enter the account numbers.
- 10. COVID-19 Impact (must provide ONE of the following):**
 - Documentation of Unemployment or loss of income since March 13, 2020
 - Furlough, layoff, or termination letters from employers effective after March 13, 2020
 - Letter from employer stating reduced hours/income after March 13, 2020
 - One (1) month of paystubs prior to an experienced reduction in hours/income and one (1) month after the experienced financial hardship
 - Proof of COVID-19 related medical expenses for one or more household members
 - Self-attestation of financial hardship (can be downloaded from the application)
- 11. Previous Assistance:** Notices of any prior rental assistance you have received since March 13, 2020
- 12. Other:** Any other documentation that indicates your unsafe or unhealthy living conditions, risk of housing instability, or risk of homelessness