



RENTER APPLICATION CHECKLIST

PERSONAL INFORMATION	INCOME VERIFICATION
<p>Renter applicants will be required to provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full name <input type="checkbox"/> Valid, contact email <input type="checkbox"/> Rental unit size (number of bedrooms) <input type="checkbox"/> Phone number <input type="checkbox"/> Property address <input type="checkbox"/> Social Security Number for all household members 	<p>(REQUIRED FOR ALL APPLICATIONS)</p> <p>Renters will be asked to submit information about their household income and to provide a Social Security number (SSN) and birthday for each household member, age 18 and older.</p> <hr/> <p>Option 1. Third-party income verification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Renter applicants are given an option to allow the program to use household members' SSNs and obtain data directly from the Louisiana Workforce Commission and other government agency partners to verify household income. <hr/>
<p>PROOF OF OBLIGATION TO PAY RENT</p> <p>(REQUIRED TO SUBMIT APPLICATION)</p> <p>Renters will be required to provide a valid lease or agreement detailing monthly rent amounts and additional terms. The applicant is requested to provide one (1) of the following to establish eligibility:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of current lease (preferred) <input type="checkbox"/> Other documentation detailing rental agreement between landlord and renter and obligation which may include at least 2 months of cancelled rental checks, money orders, etc. 	<p>Option 2. If third-party verification of income cannot be obtained, the applicant will be required to provide additional income documentation, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Form Series IRS 1040 (preferred) <input type="checkbox"/> W-2 wage statements (if 1040 not available) <input type="checkbox"/> Interest statements <input type="checkbox"/> Unemployment compensation statements (if unemployed) <input type="checkbox"/> Notification of termination or furlough (if unemployed) <hr/>
<p>PROOF OF CURRENT HOUSING INSTABILITY</p> <p>(REQUESTED TO EXPEDITE PROCESSING)</p> <p>Renters will be requested to provide documentation detailing the risk of experiencing homelessness or housing instability. The applicant is requested to provide any of the following that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Past due rent notice <input type="checkbox"/> Past due utility notice <input type="checkbox"/> Eviction notice 	<p>Option 3. Self-attestation</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you are unable to provide income documentation, you may select the option to direct the program to use data from the Louisiana Workforce Commission to verify your income. <p><i>Note: If not verified, additional documentation during case management may be needed.</i></p>
<p>PHOTO IDENTIFICATION</p> <p>(REQUIRED TO SUBMIT APPLICATION)</p> <p>Renters will be required to provide the following identification to establish eligibility:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Government issued photo ID 	<p>UTILITY ASSISTANCE</p> <p>If requesting utility assistance, renter must provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of utility bill <input type="checkbox"/> Proof of penalty fees or reconnection fees <input type="checkbox"/> Service provider, account number, service dates

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Louisiana Housing Corporation