



Henry County COVID-19 Emergency Rental Assistance Program

Tenant Checklist

If you are a tenant, who wants to apply for the Henry 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 **ONE** of the following):
 - 2020 Tax Return or W2
 - Last 4 checks/paystubs
 - Letter from Employer
 - Self-attestation of Zero Income (can be downloaded from application)
 - Self-attestation of Cash Income Only (can be downloaded from 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
 - Unemployment benefits
 - Bank statements for last 3 months
- 5. Lease:** Executed/Signed Lease Agreement or written attestation from a verifiable landlord
- 6. Welcome Letter:** If applying for security deposit assistance, please provide a welcome letter or move-in notice from the apartment complex showing address of property (a full lease will still be required after move-in to property)
- 7. Tenant Current Rent Bill:** current rent billing statement of amount owed or a letter from landlord stating amount owed to date as well as months past due

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- 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 2020
 - Furlough, layoff or termination letters from employers effective after March 13, 2020
 - Letter from employer stating reduced hours/income after March 13, 2020
 - Two (2) paystubs prior to an experienced reduction in hours/income and last 2 paystubs
 - Proof of COVID-19 related medical expenses for one or more household members
 - Self-attestation of financial hardship (can be downloaded from application)
- 11. Previous Assistance:** Notices of any prior rental assistance you have received since March 2020
- 12.** Any other documentation that indicates your risk of housing instability or homelessness
- 13. Landlord's Email Address**