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| APPLICANT DOCUMENT CHECKLIST |

All documents listed must be present at the time of application submittal.

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|  | *Required Documents* | *Specific Requirements* |
|  | Valid Form of Picture Identification (**mandatory)** | *All household members 18 years, or older* |
|  | Proof of Residency within the County (**mandatory)** | *i.e. utility bill, lease agreement, etc.* |
|  | Verification of all sources of income and assets. **(mandatory)[[1]](#footnote-1)**   * Last 30 days of paycheck stubs; * Self-Employment Certification (if self-employed); * Zero-Income certification Form (if zero income); * Most recent federal tax return; or * Unemployment Letter. | *For all persons in the household 18 years or older.* |
|  | Award letters for benefits **(if applicable)** | *For all household members (SSI, Disability, Pension, Unemployment, etc.)* |
|  | Child Support Documentation (**if applicable)** | *All household members 18 years or under. ASUME printout covering last 12 months* |
|  | Two most recent Utility Bill(s) or Statements and Past Due Utility Bills **(if applicable)** | *Applicants may apply for up to four months of assistance with past due utilities.* |
|  | Copy of an Active Lease Agreement or Letter from landlord detailing the amount of rent the Applicant pays each month. **(mandatory for renter households)** | *For Applicant of Renter Households* |
|  | Past Due Rental Documentation (**if applicable)**   * Letter or email from the Landlord or Property Manager detailing the rent that is owed; or * Notice to Quit | *In the case that the Applicant is behind on rent, the Applicant should provide documentation to show the amount of rent that is owed and for which months.* |
|  | Mortgage Statement showing the amount of Principal, Interest, Taxes and Insurance (**mandatory for owner occupied households)** | *For Applicant of Owner Occupied Household.* |
|  | Lender Notification (**mandatory for owner occupied households)** | *Applicants applying for mortgage assistance must provide a notification from their Lender that the Applicant does not qualify for a mortgage forbearance or suspension of mortgage payment.*  *This Notice is valid for this Program it is issued at any period from March 2020 through October 2020.* |
|  | Past Due Mortgage Bills **(if applicable)** | *In the case that the Applicant is behind on mortgage payments, the Applicant should provide documentation to show the amount that is owed and for which months.* |

1. The Applicant should provide income documentation that is most representative of their current income during the COVID-19 pandemic. [↑](#footnote-ref-1)