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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)