

Emergency Rental Assistance Program --- Verification Documents

These are examples of documents you must provide to complete the verification process. You may provide other documents not listed here. If selected for assistance, your application will be processed more quickly if you submit these documents when you submit the application. However, if you cannot provide these types of documents, we will work with you.

To complete the verification process, you'll need the following items.

1. **Verifying Identity** (head of household (household member who pays rent) must provide at least **ONE** proof of identity)

- Government issued driver's license, identification card, or birth certificate
- Work or school (a degree or certificate granting institution) identification card (ID)

2. **Verifying Income** (all household members over the age of 18 with income must provide **ONE** of the following)

- Most recent paycheck stubs
- Letter from employer stating current salary or pay
- Current bank statements
- Letter from social services provider that certifies household income
- Letter from government agency or County benefits print out
- Disability or unemployment insurance statements
- Gig worker monthly ridership and income history
- IRS Tax forms or most recent federal income tax statements
- W-2 forms or other wage/earnings statements
- Self-declaration may be possible if other documents are unavailable or very difficult to obtain

3. **Verifying Residency** (need **ONE** of the following)

- Lease agreement
- Official letter from third party showing name and address
- Utility statements
- Letter from government agency/social services provider that certifies residency

4. **Verifying Financial Hardship**

(need **ONE** of the following)

- Verification of employment loss (pink slip)
- Verification of reduced hours at work
- Paycheck stubs before and after loss of employment income
- Unemployment insurance statements
- Letter from social services provider/government agency regarding reduction in benefits
- Documentation of loss of income earner in household (death or divorce certificate) or loss of roommate (signed letter from roommate)
- Receipts demonstrating increased expense(s): medical bill, funeral costs, etc.
- Documentation of increased financial responsibility for a new household member
- Detailed letter from a case manager/social worker explaining financial hardship

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You will not be asked about citizenship or immigration status and you will not be required to show proof of citizenship.

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5. **Verifying Rent Owed** (need **TWO** of the following)

- Written lease agreement or letter signed by both tenant and landlord/master tenant certifying oral lease agreement or housing arrangement (such as renting a couch)

*and **ONE** of the following:*

- Most recent rent ledger
- Written eviction notice to "pay or quit" or a letter from your landlord or master tenant detailing the unpaid rent
- Eviction settlement agreement or stipulation agreement
- Bank statements, check stubs, rent receipts, or other proof that shows a pattern of paying rent

6. **If Applicable: Verifying Housing Subsidy**

(need **ONE** of the following)

- Letter from a government agency, landlord, property manager, or social services case worker detailing housing subsidy type and tenant's rent contribution

7. **If Applicable: Verifying Current Eviction**

(need **ONE** of the following)

- Court papers (such as Unlawful Detainer – Complaint)
- Letter from eviction legal defense attorney detailing rent owed and case status

