

Hello,

I am reaching out to inform you that we have received your application for the Emergency Rental Assistance Program.

The Emergency Rental Assistance Program begins on March 29th so you will be contacted prior to that date to schedule an appointment with Center for Community Resources, who will be running the program. Appointments can be held in person or by phone. You will also be asked for consent to contact your landlord to inform them of your application and to gather necessary information to process a payment to them on your behalf.

In the meantime, we ask that you please collect the items below that are required for your application to be verified. You can bring these along with you to your appointment or if your appointment will be by phone, we will let you know at that time how to submit.

Items needed for verification:

(Please note that if you do not have some of these items that does not automatically mean that you will not be eligible for assistance. CCR will work with you to identify other possible ways of verifying the eligibility criteria.)

1. Tenant head of household information – name, social security number and birthdate and non-citizenship status if applicable

- Social security card
- State issued ID/Driver's license
- Documentation of non-citizen status (if applicable)

2. Income verification is needed to prove that your household meets the income guidelines (80% Area Median Income or below).

- At least 30 days of current paystubs and/or unemployment benefit statements, SSI/SSDI benefit statements as well as proof of all other current income, for all household members annual or monthly household income information for all household members over the age of 18 (including income for Employment, Unemployment Compensation, and other income sources)

3. Verification is also needed to show that a member of your household became eligible for unemployment compensation after March 13, 2020 OR that your household experienced a reduction in the total amount of income after March 13, 2020 OR that your household incurred significant costs, or experienced other financial hardship due to the COVID-19 outbreak.

- a. To verify unemployment compensation (only one of the items below is needed):**

- Letter stating that the application for unemployment compensation was received
- Statement of payments received

b. To verify loss of income (only one of the items below is needed):

- Tax filings from 2019 and 2020 for all household members
- W2s from 2019 and 2020 for all household members
- Paystubs from 2019 and 2020 for all household members

c. To verify that your households incurred significant costs, or experienced other financial hardship

- Receipts or bills demonstrating the cost/financial hardship

4. Amount of rent past due (only if you are applying for rental assistance)

- Rental lease showing the landlord information and monthly rental costs
- Written notices from the landlord stating the amount of rent that is past due

***If a lease and/or written notices of past due rent are not available, both you and the landlord will be asked to sign attestation statements documenting the monthly cost of rent and the past due amount.

5. Amount of utility costs past due (only if you are applying for utility assistance)

(Please note that utilities we can provide assistance for are only those that are not included as part of your rent and are limited to electricity, gas, water, sewer, garbage, and energy costs such as fuel oil.)

- Bill from the utility company that shows the amount past due and includes the companies contact information and your account #.

Thank you for your application and have a good day!