



# Union County COVID-19 Emergency Rental Assistance Program

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## *Tenant Checklist*

If you are a tenant, who wants to apply for the Union 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. **Applicants are only able to receive a maximum of 18 months of assistance.**

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- 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 at least **ONE** of the following):
  - 2021 Tax Return
  - One (1) month of checks/paystubs
  - Letter from current employer
  - Self-attestation of Zero Income (can be downloaded from the application)
  - Self-attestation of Current Income (can be downloaded from the 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, along with a signed self-employment certification (provided by Enrollment Specialist)
  - Current Unemployment Benefits
  - Bank statements for the last 3 months
- 5. Lease/Welcome Letter:** Executed/Signed Lease Agreement or written attestation from a verifiable landlord. Of applying for security deposit assistance, please provide a welcome letter or move-in notice from the landlord/apartment complex showing the

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address of the property and rental information (a full lease will be required within 15 days of move-in to the property).

- 6. Landlord Information:** Provide your landlord's email address and contact information
- 7. Tenant Current Rent Bill:** current rent billing statement of amount owed or a letter from the landlord stating the amount owed to date as well as months past due
- 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. Select COVID-19 Impact in Section E of the online application. Identify impact:**
  - Have been laid off temporarily or permanently
  - Have had work hours reduced
  - Were about to start a new job but could not or were terminated from a new job before establishing sufficient work history to be eligible for regular benefits.
  - Are self-employed, and their business is no longer supplying them with income, or such income has been reduced.
  - Are independent contractors or gig workers who have not been able to earn fees, or whose fees have been reduced.
  - Have become sick themselves or have been advised by a governmental or medical professional to self-quarantine.
  - Have had to leave a job or reduce hours in order to care for a person who is sick.
  - Have had to leave a job or reduce hours to care for dependents whose ordinary situations (such as school or daycare) have been disrupted.
  - Have reasonable concern over the risk of infection at work, for themselves or someone in their household. (Examples include individuals who themselves or live with someone who is elderly, have underlying conditions that render them more vulnerable, or are immunocompromised).
  - I had an unexpected COVID related medical or funeral expense
  - I am living in a car, outside, or other place not meant for human habitation
- 11. Previous Assistance:** Notices of any prior rental assistance you have received since March 13, 2020
- 12. Other:** Any other documentation that indicates your unsafe or unhealthy living conditions, risk of housing instability, or risk of homelessness