

## APPLICATION INFORMATION CHECKLIST

### Beginning your Application

The following documents may be submitted when you apply or after your application has been referred to a community partner:

- o Identification – The applicant or the co-applicant must provide identification (ID) to get assistance. Photo ID is preferred, such as a driver's license, state ID card, military ID card, or any passport. Many other forms of ID can also be used, such as a birth certificate, a Medicaid or Medicare card, a signed Social Security card or an ID card issued by employer or religious organization/place of worship.
- o Proof of Residence – Applicant must provide proof that they live in the rental unit listed on the application; this could include a utility bill in the applicant's or co-applicant's name or identification that shows the same address as the rental unit.
- o Copy of your lease agreement if you have a written lease and utility bills for past due utilities.

### Rent Assistance

If you are applying for rent assistance, please be ready to provide the following information:

- o Number of months past due, monthly rent amount, total amount of rent owed
- o Landlord contact information

### Utility Assistance

If you are applying for utility assistance, please be ready to provide current copies or photos of utility bills, late payment notices or payment plan documents. Utilities eligible for assistance include:

- o Electric
- o Propane for home use (not for gas grills)
- o Water
- o Natural Gas
- o Sewer/Wastewater

### Receiving Assistance

If eligible for assistance, the Program will pay landlords and utility companies directly. Before this happens, the applicant must sign the following forms that will be provided by the Program:

- o Income Self-Certification Form
- o Landlord/Tenant Agreement (Landlord must also sign)
- o Grant Agreement

### Communication

Please complete these documents if you wish to designate someone to communicate with the Program or act on your behalf:

- o Communication Designee Form
- o Limited Power of Attorney