

## 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 Government-issued identification – Examples include driver’s license, military ID card, passport, state ID card, copy of a birth certificate, signed Social Security card, Medicaid or Medicare card.
- 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 Lease Agreement if you have a written lease

### 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 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