

APPLICANT DOCUMENT CHECKLIST

All documents listed must be present at the time of application submittal.

<i>Required Documents</i>	<i>Specific Requirements</i>
<input type="checkbox"/> Valid Form of Picture Identification (mandatory)	<i>All household members 18 years, or older</i>
<input type="checkbox"/> Proof of Residency within the County (mandatory)	<i>i.e. utility bill, lease agreement, etc.</i>
<input type="checkbox"/> Verification of all sources of income and assets. (mandatory) ¹ <ul style="list-style-type: none"> • Last 30 days of paycheck stubs; • Self-Employment Certification (if self-employed); • Zero-Income certification Form (if zero income); • Most recent federal tax return; or • Unemployment Letter. 	<i>For all persons in the household 18 years or older.</i>
<input type="checkbox"/> Award letters for benefits (if applicable)	<i>For all household members (SSI, Disability, Pension, Unemployment, etc.)</i>
<input type="checkbox"/> Child Support Documentation (if applicable)	<i>All household members 18 years or under. ASUME printout covering last 12 months</i>
<input type="checkbox"/> Two most recent Utility Bill(s) or Statements and Past Due Utility Bills (if applicable)	<i>Applicants may apply for up to four months of assistance with past due utilities.</i>
<input type="checkbox"/> Copy of an Active Lease Agreement or Letter from landlord detailing the amount of rent the Applicant pays each month. (mandatory for renter households)	<i>For Applicant of Renter Households</i>
<input type="checkbox"/> Past Due Rental Documentation (if applicable) <ul style="list-style-type: none"> • Letter or email from the Landlord or Property Manager detailing the rent that is owed; or • Notice to Quit 	<i>In the case that the Applicant is behind on rent, the Applicant should provide documentation to show the amount of rent that is owed and for which months.</i>
<input type="checkbox"/> Mortgage Statement showing the amount of Principal, Interest, Taxes and Insurance (mandatory for owner occupied households)	<i>For Applicant of Owner Occupied Household.</i>
<input type="checkbox"/> Lender Notification (mandatory for owner occupied households)	<i>Applicants applying for mortgage assistance must provide a notification from their Lender that the Applicant does not qualify for a mortgage forbearance or suspension of mortgage payment.</i> <i>This Notice is valid for this Program it is issued at any period from March 2020 through October 2020.</i>
<input type="checkbox"/> Past Due Mortgage Bills (if applicable)	<i>In the case that the Applicant is behind on mortgage payments, the Applicant should provide documentation to show the amount that is owed and for which months.</i>

¹ The Applicant should provide income documentation that is most representative of their current income during the COVID-19 pandemic.