



City of  
**SANTA CLARITA**  
COVID-19 RENTAL ASSISTANCE PROGRAM

# Tenant Checklist

## Are you Eligible to Apply for the City of Santa Clarita COVID-19 Rental Assistance Program?

(Must check ALL to be eligible)

- ☐ Are you a resident of the City of Santa Clarita?
- ☐ Do you have a household income at or below 80 percent of the Area Median Income? (an income chart can be found at [santa-clarita.com/RentalAssistance](https://santa-clarita.com/RentalAssistance))
- ☐ Has anyone in your household experienced reduction/loss of income OR incurred significant expenses OR other financial hardships OR qualified for unemployment benefits due to COVID-19?
- ☐ Can anyone in your household demonstrate a risk of homelessness or housing instability?

**If you checked ALL of the above, you are eligible to apply. Before applying, you'll need the following items.**

- ☐ **1. Identity Verification** (All household members 18 years and older must provide a COPY of at least ONE of the following documents to prove identity)
  - Government issued birth certificate, driver's license, or identification card
  - Employment identification card
  - Marriage license/certificate or certified divorce decree
  - School ID
  - Government issued library card (must show address)
- ☐ **2. Income Verification** (All household members 18 years and older must provide a COPY of at least ONE of the following)
  - IRS Tax forms such as 1099, 1040/1040A or Schedule C of 1040 showing amount earned and employment period or most recent federal income tax statements
  - W-2 form, if you have had the same employer for at least two years and increases can be accurately projected
  - Most recent paycheck stubs (consecutive: six for weekly pay, three for bi-weekly or semi-monthly pay, two for monthly pay)
  - Employer-generated salary report or letter stating current annual income
  - Earning statements
  - Current bank statements (two consecutive)

- ☐ **3. Residency Verification** (must provide a COPY of ONE of the following)
  - Lease agreement
  - Official letter from third party showing name and address
  - Government issued library card (must show address)
  - Utility statements from providers
- ☐ **4. Owed Rent Verification** (must provide a COPY of ONE of the following)
  - Rent due statement/letter from the landlord or management company
  - Pay or Quit Notice (must include amount of rent outstanding)
- ☐ **5. COVID-related Financial Hardship Verification** (must provide a COPY of at least ONE of the following)
  - A letter of termination from a household member's job
  - A letter of reduction of hours from a household member's job due to COVID-19
  - Evidence that a member of the household applied for unemployment due to COVID-19
  - Receipts of COVID-related expenses
  - Tax records, income statements, or other evidence showing a loss of income
  - Photocopies or digital photographs of documents, e-mails, or attestation from employers, landlords, or caseworkers
  - A Declaration of COVID-19 Related Financial Distress (must be supported with additional documentation)

Once you've gathered the  
required documentation, visit  
**[santa-clarita.com/RentalAssistance](https://santa-clarita.com/RentalAssistance)**  
to apply.