

## RENTER DOCUMENT CHECKLIST

### INCOME DOCUMENTS (REQUIRED FOR ALL APPLICATIONS)

Renters must provide documentation to substantiate income for all household members aged 18 or older.

Option 1) Renter must provide one of the following for ANNUAL income:

- IRS Form series 1040 (preferred)
- W-2 wage statements for 2020
- Interest statements
- Unemployment compensation statements

Option 2) Renter must provide one of the following for MONTHLY income:

- Two most recent months of pay stubs
- Signed payment schedule from employer(s)
- Unemployment compensation statements

Option 3) Proof of "other" assistance for one or more members of the household:

- SNAP benefits statement
- FITAP award letter
- Medicaid qualification letter

Option 4) Income Self Certification: *If you have zero income or have income but no proof, you may be able to self-certify your household income.*

### PROOF OF OCCUPANCY (REQUIRED FOR ALL APPLICATIONS)

Renters must provide proof of occupancy to verify occupancy of the rental property.

- Copy of electric, gas, water, trash, sewage, cable, or landline phone bill. *If utilities are no longer active due to nonpayment, eviction, or pending eviction, the tenant may provide a copy of the bill showing active service the month prior to disconnect or eviction filing.*

*A fully executed copy of your lease will also suffice as proof of occupancy.*

### PROOF OF OBLIGATION TO PAY RENT (REQUESTED TO EXPEDITE PROCESSING)

Renters will be requested to provide a valid agreement detailing monthly rent amounts and additional terms. Applicant is requested to provide one of the following to establish eligibility:

- Copy of current lease (preferred)
- Other documentation for program review detailing rental agreement between landlord and renter and obligation which may include cancelled rental checks, money orders, etc.

### PROOF OF CURRENT HOUSING INSTABILITY (REQUESTED TO EXPEDITE PROCESSING)

Renters will be requested to provide documentation of homelessness or housing instability.

The applicant is requested to provide any of the following that apply:

- Past due rent notice
- Past due utility notice
- Eviction Notice

### PHOTO IDENTIFICATION (REQUESTED TO EXPEDITE PROCESSING)

Renters will be requested to provide proof of identification.

- Government issued photo ID

Visit <https://ebemergencysolutions.com> to complete an application. Contact the Call Center with any questions by: Texting or Calling 225-529-0504 or emailing [support@ebemergencysolutions.zendesk.com](mailto:support@ebemergencysolutions.zendesk.com)