

COVID-19 Homeless Prevention/Emergency Income Payment Program Rental Assistance Checklist

Applicant Name _____

Address _____

Required Identification

- Copy of Louisiana Driver's License or ID for all adult (18 years of age and older) household members
- Copy of Social Security card for **ALL** household members

Required Documentation of Hardship

- Notice to Vacate, Court Eviction or official documentation that rent is past due
- Copy of current lease agreement
- Copy of most recent utility bill
- Copies of bills/documents that provide proof of unexpected expenses and/or written statement explaining financial hardship (if applicable)

Required Documentation of Pre-COVID-19 Pandemic Household Income

- Copy of two months of check stubs or income statements prior to reduction of hours
- Copy of two months of bank statements prior to reduction of hours

Documentation of Current Income

Required

- Most recent two months of checking and savings account statements

✓if submitted or N/A if not applicable

- Most recent two months of check stubs for all adult household members
- Unemployment benefits payment summary
- Copy of 2020 benefit letters (Social Security, SSI, AFDC, SNAP, etc.)
- Copy of child support and/or spousal support order
- Copy of most recent Worker's Compensation benefit statement
- Copy of documentation of any household income not listed above
- Zero Income form for all adult household members that have no income

Required Program Documents

- Certification of Owned Assets form for all adult household members
- Certification of Arrears from Landlord form
- W-9 Completed by Landlord