

Emergency Rental Assistance Program

Information for Renters – Document Checklist

The New York State Emergency Rental Assistance Program assists eligible households behind on their rent that have experienced financial hardship due to COVID-19 and are at risk of homelessness or housing instability.

When applying, renters will need to provide:

- **Personal identification** for primary applicant (individual signing application). Acceptable forms of identification include items such as: A photo ID, driver license or non-driver government-issued ID, passport, EBT/Benefits Issuance Card, birth certificate or school registration.
- **Social Security number** of any household members who have been issued one. **Individuals do not need to have a lawful immigration status to qualify for the program.**
- **Proof of rental amount**, signed lease, even if expired. If no lease is available then proof can be shown through a rent receipt, canceled check or money order. If no documentation is available, landlord attestation will be accepted.
- **Proof of residency and occupancy** – Signed lease, rent receipt, utility bill, school records, bank statement, postal mail with name of applicant, insurance bill, or driver license. Proof should be current.
- **Proof of Income:**
 - **Documents demonstrating monthly income** for the prior month, such as pay stubs, bank account deposit verification, unemployment benefits letter, or other proof;

OR

 - **Documents demonstrating annual income for 2020**, such as a W-2 tax form from an employer, an annual statement of earnings, or a copy of a completed income tax return, such as a 1040, 1040EZ, 1099 tax form, or other evidence of 2020 annual income.
 - Self-attestation through a written and signed statement of income is permitted in certain circumstances where no documentation is available such as certain self-employment.
- **Copy of gas or electric utility bill**, if applying for help paying for utility arrears at the same rental unit.

Applicants will be asked to attest that on or after March 13, 2020, a member of the household received unemployment benefits **or** experienced a reduction in household income, incurred significant costs or experienced other financial hardship, directly or indirectly, due to the COVID-19 pandemic. The applicant will need to sign the application form and associated certifications agreeing that the information provided in the application is accurate.