

EMERGENCY

RENTAL ASSISTANCE

DOCUMENTS NEEDED WHEN APPLYING - TENANT

Document Type	Requirement Status	Acceptable Documentation	Additional Considerations
Identification	Required	<ul style="list-style-type: none">• Driver's License• State ID• Permanent Residence Card• Other Government Issued ID Card• Passport• Birth Certificate• Immigration Card	
Proof of Residence	Required	<ul style="list-style-type: none">• ID – You may re-use your proof for identification assuming it also includes your address.• Written lease (preferred) - If your lease is expired, please also include an additional proof of residence.• Utility Bill• Benefit Award Letter• Piece of Official Mail - Any mail from a government entity.• *Attestation from the landlord. Relying on a landlord attestation would require that the landlord participates and can only be submitted through the landlord application.	
Rent Amount /Leasing Document-ation	Strongly Recommended	<ul style="list-style-type: none">• Written Lease (Preferred) - A written lease can be used to verify residence and rental amount. <p>If you are relying on separate documents for proof of residence and rental amount, see the category above for proof of residence and the examples below can demonstrate proof of rental amount:</p> <ul style="list-style-type: none">• Bank Statement showing payment to landlord• Email Confirmation for Payment• Receipt for Payment• Copy of Rent Check	If Wayne County cannot verify your rental amount, you may only qualify for limited assistance.

<p>Proof of Income</p>	<p>Strongly Recommended</p>	<ul style="list-style-type: none"> • 2020 IRS 1040 form (First two pages only) • W2s from 2020 <p>The documents below MUST be dated on or after March 13, 2020.</p> <ul style="list-style-type: none"> • Food Assistance Program Benefit Statement (Notice of Case Action) • 1 month worth of pay stubs for ALL household employment (dated within the last 60 days) • Government Benefits Statement (SSI, etc.) • Unemployment • Child Support • Alimony • Letter from Employer 	<p>If you do not have documentation, you will need to explain WHY you don't have documentation. (Ex. a babysitter or street performer who only receives cash payment. This may also apply to individuals who's place of employment no longer exists. etc.)</p> <p>The inability to provide income documentation may lead to a slower processing time and may require additional communication between Wayne County and the applicant.</p>
<p>Proof of COVID Hardship</p>	<p>Recommended</p>	<ul style="list-style-type: none"> • Unemployment Letters • Documentation or Notice of Reduced Hours (Must be dated after March 13, 2020) • Receipts for PPE 	
<p>Proof of Housing Instability</p>	<p>Recommended</p>	<ul style="list-style-type: none"> • Notice of past due rent • Notice to Quit • Summons for Eviction Case (Or other Housing Court Notice) • Past-due utility bill 	
<p>Internet Bill</p>	<p>Required if Requesting Internet Assistance</p>	<ul style="list-style-type: none"> • Most Recent Internet Bill • Must have the applicant's name and address 	
<p>Electric Bill</p>	<p>Required if Requesting Assistance with Electricity</p>	<ul style="list-style-type: none"> • Most recent Electric Bill • Must have the applicant's name, address • The account number and bill/overdue fee amount must be visible and legible 	

Gas Bill	Required if Requesting Assistance with Gas	<ul style="list-style-type: none"> • Most Recent Gas Bill • Must have the applicant's name, address • The account number and bill/overdue fee amount must be visible and legible 	
Water/ Sewer/Trash Bill	Required if Requesting Assistance with Water/Sewer (Trash is only included if billed with another utility)	<ul style="list-style-type: none"> • Most Recent Water Bill • Must have the applicant's name, address • The account number and bill/overdue fee amount must be visible and legible 	

DOCUMENTS NEEDED WHEN APPLYING - LANDLORD

Document Type	Requirement Status	Acceptable Documentation
Leasing / Rental Documentation	Required	<ul style="list-style-type: none"> • Formal lease • IF there is no formal lease, an attestation from the landlord is required confirming that the tenant lives at the specified property
Ledger Showing Past Rent Due	Required if Requesting Assistance for Arrears	<ul style="list-style-type: none"> • List of the past due rent amount and the late fees. Please include documentation from March 13, 2020 to present. (If the tenant moved in after March 2020, please include documentation dating back to the onset of their lease).
Proof of Missed Rent Payment	Required if Requesting Assistance for Arrears	<ul style="list-style-type: none"> • Copy of past-due rent notice • Notice to Quit • Copy of a Court Ordered Summons, Complaint or Judgement
W-9	Required	<ul style="list-style-type: none"> • Your W-9 Must be complete and correct.
Direct Deposit Form or Voided Check	Required	<ul style="list-style-type: none"> • The name on the account MUST match the legal name you provide. Account information must match the information you enter.