






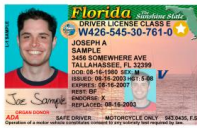




Emergency Rental Assistance (ERA)


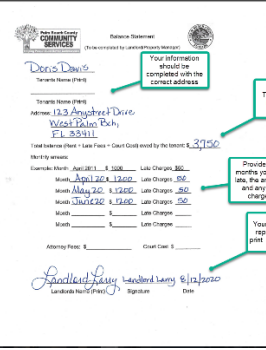
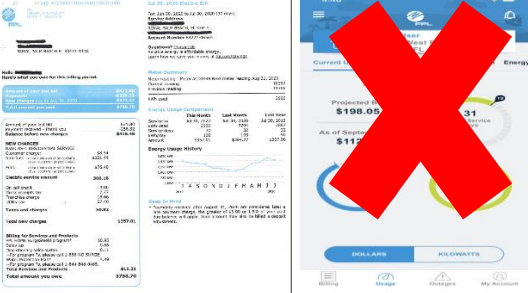
Q. What documents does an applicant need to provide when applying for the ERA program?

Applicants must provide the following documents in order to apply for services.

Note: Applications will be returned to applicant or rejected if all required documents are not submitted.

LIST OF ACCEPTABLE DOCUMENTATION	DOCUMENTATION SAMPLE
<p>Proof of COVID-19 Financial Crisis (Direct or Indirect) (Applicant Only)</p> <p>Must Submit At Least One</p>	<p>Direct Impact:</p> <ul style="list-style-type: none"> ➤ At least two paystubs, one paystub before COVID-19 and one current (most recent) paystub during COVID-19 showing reduced hours (Note: Paystubs must show your name) ➤ At least two bank statements with transaction history that shows your income (deposits) before COVID-19 and one current bank statements that shows your reduced income (deposits) during COVID-19 – Bank statement must include your name ➤ Lost employment, like a letter from employer Note: letter or email must have Tenant’s name ➤ Evidence for Loss of Income if Self-Employed ➤ Qualified for unemployment— Unemployment award letter/statement from Department of Economic Opportunity (DEO) with unemployment amount and date range during COVID-19, after March 2020 ➤ Any other verifiable document(s) that demonstrates a loss of income due to COVID-19, document must include your name <p>Indirect Impact:</p> <ul style="list-style-type: none"> ➤ Increase in expenses due to COVID-19 ➤ Responsible for caring for children/grandchildren at home ➤ Caring for or being a high risk individual ➤ Proof of lost/reduced child-support due to COVID-19 impact
	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="text-align: right; margin-bottom: 20px;">  <p>Unemployment letter</p> </div> <div style="text-align: right; margin-bottom: 20px;">  <p>Paystub prior COVID-19</p> </div> <div style="text-align: right;">  <p>Paystub after COVID-19</p> </div> </div>

<p>Valid Government Issued ID <u>(Applicant Only)</u></p>	<ul style="list-style-type: none"> ➤ Passports ➤ Driver's License 	 <p>Driver's license</p>   <p>Passport</p>
<p>Social Security Cards and Numbers <u>(SS Card Applicant Only SSN All Household Members)</u></p>	<ul style="list-style-type: none"> ➤ Social Security Number & Card- <u>applicant only</u> ➤ Social Security Numbers for <u>all</u> other household members <p><u>(Note: Social Security cards from all household members may be required by Case Manager during eligibility review.)</u></p>	 <p>Social Security Card</p>
<p>Proof of Income <u>(All Adult Household Members 18 years old and older)</u></p> <p><u>Must Submit At Least One</u></p>	<ul style="list-style-type: none"> ➤ Last Pay Stubs ➤ Bank Statements Prior to COVID-19 Crisis ➤ Last filed Tax Return if Self-Employed ➤ Total household income for 2020 (adjusted gross -Income under IRS form 1040 series) ➤ Total household income for the two months prior to the submission of the application ➤ Categorical Eligibility: Determination letter from the government agency that verified the applicant's household income at or below 80% AMI on or after January 1, 2020. ➤ Examples of Government Agencies: <ul style="list-style-type: none"> ○ LIHEAP ○ SNAP <p>Note: Additional information may be required by Case Manager during eligibility review.</p>	 <p>Last paystub</p>

<p>Proof of Residency</p> <p>Must Submit At Least One</p>	<ul style="list-style-type: none"> ➤ Driver's License with rental address ➤ Recent utility bill – applicant's name must be on the bill ➤ Mail from a Government Agency- applicant's name must be on the letter/envelope 	 <p>Driver's license (address must match rent agreement/lease)</p>
<p>Applying for Rent</p> <p>Must submit ALL of the items listed.</p>	<ul style="list-style-type: none"> ➤ Rental Lease Agreement (must be current, not expired) ➤ Balance Statement of Past Due Amount from Landlord <p>Note: If Landlord is not registered as a vendor with Palm Beach County, Applicant must provide landlord's e-mail address. The County will email a link to the landlord to register. The Landlord will also certify the balance statement.</p>	 <p>Sample of Balance Statement</p>
<p>Households receiving funding or subsidy under any other federally funded rental assistance program i.e. Section 8, HUD Housing, Public Housing</p> <p>Submit only if applicable.</p>	<ul style="list-style-type: none"> ➤ Proof of assistance received from such programs (tenant portion identified) ➤ Proof of rental reduction request to its Housing Authority 	
<p>Applying for Utility Payment</p> <p>Must submit All of the items listed for each utility type request: Electric, Water, Gas.</p>	<ul style="list-style-type: none"> ➤ Dates of service for past due bills, after March 2020 ➤ Final Notice(if applicable) ➤ Disconnect Notice (if applicable) <p>Note: Applicant's or household member's name must be on the bill or relationship to applicant must be included in the app.</p>	 <p>Electric bill sample – No screenshots allowed</p>
<p>Evidence of risk of homelessness or housing instability</p> <p>Submit only if applicable.</p>	<ul style="list-style-type: none"> ➤ <u>For rent assistance request:</u> documentation of current lease agreement and balance statement completed by Landlord ➤ <u>For utility assistance:</u> documentation of past due bills or disconnection notice with dates of service after March 2020 	<p>See rent and utility assistance sample documentation.</p>

