

## TENANT APPLICATION REQUIREMENTS

See below for documents that will be requested in Landlord application. These will be required, in addition to all documents in tenant application, in order to apply for the Emergency Rental Assistance Program.

*\*\*Before applying, it is recommended that both parties (Tenant & Landlord) discuss and agree that they are both willing and able to proceed and that both will complete the online application, provide all required items, and abide by all required terms.*

CATEGORY	DOCUMENTATION REQUIRED
Applicant/Household Information	<ol style="list-style-type: none"> <li>Government issued identification (for all household members over 18 years old) <ul style="list-style-type: none"> <li>Identification from any government will be accepted</li> </ul> </li> </ol>
Household Income Verification	<ol style="list-style-type: none"> <li>2020 IRS Tax Form 1040</li> <li><b>If you do not have your IRS Tax Form 1040, you will be required to account for all sources of income for each household member. See below for examples of sources of income:</b> <ul style="list-style-type: none"> <li>Alimony, Child Support, Gross Pay, Investment Income, Pension, Retirement, Social Security, Unemployment, No Income, or Other</li> </ul> <p><i>**Each sources of income will require associated documentation for verification</i></p> </li> </ol>
COVID-19 Impact/Financial Hardship Verification	<ol style="list-style-type: none"> <li>Information describing the household's financial hardship due to COVID-19: <ul style="list-style-type: none"> <li>written attestation signed by the applicant describing financial hardship due to COVID-19</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>documentation showing: loss of income, loss of self-employment income, reduction in hours, COVID related medical expenses, or unemployment</li> </ul> </li> </ol>
Rental Assistance Verification	<ol style="list-style-type: none"> <li>Current lease (signed by applicant and landlord)</li> </ol>

CATEGORY	DOCUMENTATION REQUIRED
	<ul style="list-style-type: none"> <li>2. Most recent rental payment (must show name, address, and rental amount due)</li> <li>3. Eviction Notice (provide if applicable)</li> <li>4. Contact Information for Landlord (Name, Phone Number, Email)</li> </ul>
Utility Assistance Verification	<ul style="list-style-type: none"> <li>1. Most recent utility bill showing arrears (Address must match that of the primary applicant)</li> <li>2. Contact Information for Landlord (Name, Phone Number, Email Address)</li> </ul>
Prior Assistance Verification	<ul style="list-style-type: none"> <li>1. Required to provide all of the amounts per month of rental/utility assistance (the name of the local, state, federal or private organization) for any of the months you are applying to Greenville County Emergency Rental Assistance Program.</li> <li>2. Award letters and/or copy of payments received for any prior rental/utility assistance described above</li> </ul>