

# OREGON EMERGENCY RENTAL ASSISTANCE

## TENANT CHECKLIST



### Are You Eligible For Oregon Emergency Rental Assistance? (Must check all to be eligible)

- Are you struggling financially and seeking assistance for Rent and/or Utilities for your primary residence, located in Oregon?
- Has anyone in the household experienced reduction/loss of income OR incurred significant expenses OR other financial hardships OR qualified for unemployment benefits since April 1, 2020 related to COVID-19?
- Can anyone in your household demonstrate that they are either at risk of homelessness or housing instability, has past due rent or utilities or is living in unsafe living conditions?

Please note: your documentation status will not be a barrier to receiving these services.

If you checked ALL of the above, you are eligible to receive services. Before completing the online application, you'll need the following items:

#### 1. Verify Identity

(All household members listed on the rental agreement must provide at least ONE proof of identity)

- Passport/Birth Certificate/Social Security Card
- State issued program ID or license (show address)
- An employment identification card
- Certificate of marriage or license
- Copy of a certified divorce decree
- Copy of a certified, court-ordered maintenance award (if legal) or a notarized statement declaring separation
- Single or Joint bank accounts, certified purchases or loans that show residential address
- Credit report showing residence and single or joint financial activity
- Military ID/VA Medical card/Certificate of Release or Discharge from Active Duty (DD214)
- DHS Benefits ledger/Social service ID
- Letter from a non-profit or government agency attesting to applicant's identification

There are alternative options for documentation of application requirements for those that cannot produce some of these materials; please proceed with the application portal if you are eligible.

#### 2. Verify Income

(All household members over the age of 18 must provide ONE of the following)

- IRS Tax forms such as 1099, 1040/1040A or Schedule C of 1040 showing amount earned and employment period or most recent federal income tax statements
- W-2 form, if you have had the same employer for at least two years and increases can be accurately projected
- Most recent paycheck stubs (consecutive: six for weekly pay, three for bi-weekly or semi-monthly pay, two for monthly pay)
- Employer-generated salary report or letter stating current annual income
- Earnings statements
- Current bank statements

#### 3. Verify Residence

(need ONE of the following)

- A signed lease or written rental agreement
- Official letter from third party showing name and address
- Government issued library card
- Utility statements from providers

#### 4. Verify Rent Owed

(need ONE of the following)

- A current lease signed by the applicant and landlord or sub-lessor that identifies the unit where the applicant resides and shows the rental payment amount
- If you don't have a signed lease, proof of your rent amount may include:
  - Bank statement, check stub or other proof that shows a pattern of paying rent
  - Written confirmation by a landlord who can be verified as the actual owner or management agent of where you rent
  - Other formal attempt to collect rents or notification of rents due/outstanding

#### 5. Verify Utility Payment(s) Owed/Due

- Utility bill showing past or current amount due

Once you've put together the required information above, visit --- and click --- to apply.