



## **Tarrant County Emergency Rental Assistance Program (ERAP)**

### **Documentation Requirements**

Updated March 24, 2021

Please have the following documents before beginning application.

#### **All applicants must provide copy of valid photo identification (ID)**

#### **The following will be accepted as income documentation:**

- 2020 tax return
- Bank statements for the three months prior to date of application
- Paycheck stubs/wage statements dated within 60 days of date of application
- Employer attestation of wages paid within 60 days of date of application
- Unemployment statement dated within 60 days of date of application
- SNAP/ Medicaid documentation
  - If an applicant's household income has been verified to be at or below 80% AMI in connection with another local, state or federal government assistance program, the following may be accepted:
    - a determination letter from that agency verifying income and program eligibility on or after January 1, 2020; and
    - a statement of benefits or letter from same agency dated within 60 days of date of application

#### **Landlord will be required to provide the following:**

- Completed Form W-9 (on rev. October 2018 form)
- Tenant ledger
- Current signed lease agreement

#### **Utility Assistance Only:**

An applicant is not required to request rental assistance to qualify for utility assistance. To be considered for utility assistance, the applicant must provide:

- Current signed lease agreement or other proof of address
- Current utility bill or invoice from utility provider

To receive continued assistance for rent, applicants will be required to submit updated income documentation every three months, and landlords will be required to submit an updated ledger for the corresponding period. To receive continued assistance for utilities, applicants will be required to submit utility bills monthly and updated income documentation every three months.