



## Checklist for Emergency Rental Assistance Applications

For questions or assistance, please contact Pamela Grant at 1-800-868-9095.

### Application Package Required Contents

- ▶ Application Page 1 - Applicant Background Information and Justification of Need
- ▶ Application Page 2 - List of Household Residents, Income and Cost of Rent information
- ▶ Application Page 3 - Landlord's Verification
- ▶ Landlord's W-9 Federal Taxpayer Identification Number (do not return W-9 instructions, pages 2-4)
- ▶ Photo Identification of Applicant/Tenant and all other adults living in the Household
- ▶ Proof of Income for all adults living in the Household (Social Security statement, 2 mos. paystubs, etc.)
- ▶ Additional Documentation supporting your need (such as medical or other bills, estimates to repair home heating system, doctor statement, etc.)

### Application must be:

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Legible                    | <input type="checkbox"/> Complete |
| <input type="checkbox"/> Signed by tenant/applicant | <input type="checkbox"/> Dated    |

### Applicant Must:

- Be 60 years of age or older
- Be renting/leasing (no mortgages) a home/apt/trailer in SC
- Be responsible for rent/lease payments (this means being "on the lease")
- Have a household income at or below 150% of the current HHS Poverty Guidelines

### Proof of Income:

#### For Adults (18+)

- Proof of Income is provided for all adults with income living in the household (e.g. Social Security statement, minimum of one month's paystubs with year-to-date earnings)
- Explanation for any adult in the household who has no income

#### For Minors (under 18)

- Financial support received on behalf of or by minors in the home must be reported (e.g. child support, disability, VA, social security, foster care stipends, DSS payments, etc.). A minor's income earned from a job is NOT included.

### Amount of Assistance Requested:

- Amount on application matches the amount on the Landlord's Verification form
- Amount does not exceed \$1,500.00 (including all previous ERA assistance received)

### Justification of Need/Reason for requesting assistance is:

- Due to an **emergency** (an emergency is unexpected, time limited, and can be resolved).  
*This means that routinely not having enough money to pay regular bills or simply paying too much for rent are not emergencies and cannot be approved UNLESS there is a planned and expected increase in income or reduction in expenses.*
- After the emergency has passed, applicant must be financially able to meet rental obligations

### Landlord's Verification is:

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Legible  | <input type="checkbox"/> Signed by Landlord (or authorized designee) |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Dated                                       |

### Landlord's W-9 Taxpayer Identification form is:

- |   |  |
|---|--|
| <input type="checkbox"/> Legible                            | <input type="checkbox"/> Signed by Landlord (or authorized designee) |
| <input type="checkbox"/> Completed (incl. type of business) | <input type="checkbox"/> Dated                                       |

If Landlord owns/operates rental property as an individual, we must have a Social Security #.

If Landlord owns/operates rental property under a business name, we need a Federal Tax ID #.

**Note:** Return only page one of the W-9 Form, not pages 2-4 of the instructions.