

Tenant Applicants must upload the following documents

1. **Identity:** You need to submit one (1) form of identity verification documentation listed below for each household member. If you are unable to submit one for each household member, that does not prevent you from receiving assistance, but it may delay processing time for your application. Note that expired IDs are acceptable.
2. **Address/Residency:** You need to submit one (1) form of documentation listed below in order to prove your address. Address documentation should be current, i.e. it should affirm that this is the address where you are currently living.
3. **Income:** You need to submit one (1) form of income documentation listed below for every household member who is 18 years or older and is receiving income. You may report current or 2020 annual income.
4. **Monthly rent amount:** You need to submit one (1) form of documentation listed below to verify your monthly rent. If available, a lease should be provided.
5. **Utility arrears:** If you are asking for help to pay utility arrears, you need to submit a copy of your gas and/or electric bill.

Examples of Tenant Documentation

1. **Examples of documentation to prove identity for household members.**
 - Photo ID, such as:
 - Passport
 - Driver's License
 - Military ID
 - State ID
 - Other Government ID (e.g. consular card / NYCID)
 - Non-driver government-issued ID
 - EBT/Benefits Issuance Card
 - Birth certificate
 - Medicare card
 - Student ID
 - Immigration Card (*not required*)
 - Baptismal certificate
 - School records
 - If none of the above can be provided, two (2) collateral contact statements are acceptable. (A "collateral contact statement" is from someone who knows the identity of the person.)
2. **Examples of documentation to prove the address submitted on your application:**
 - Lease
 - Driver's License
 - Rent receipt
 - School records

- Benefits award letters
- Utility Bills (same address as submitted on the application)
- Bank statement
- Insurance bill
- Piece of mail with name and address
- If none of the above can be provided, two (2) collateral contact statements are acceptable. (A “collateral contact statement” is from someone who knows the person lives at address.)

3. Income Documentation. You may document current income or last year’s full annual 2020 income.

3A. Examples of documentation to prove monthly income of any household member that has income:

- Paystubs (minimum of 1)
- Social Security benefits award letter
- Veteran’s benefits award letter
- Public Benefits award letter
- Child support award letter/enforcement printout
- Child support affidavit
- Bank records/statement that show regular deposits
- Unemployment Insurance benefits letter
- For self-employed, self-attestation (forms)
- Self-attestation, if none of the above can be provided

OR

3B. Examples of documentation to prove annual income of any household member that has income:

- 2020 IRS Tax Return (Annual, AGI), forms such as:
 - 1040
 - 1040 EZ
 - W-2s
 - 1099s

4. Examples of documentation to establish the monthly rent amount:

- Formal lease
- Tenancy agreement
- Lapsed lease
- Evidence of payments made, such as Rent Receipt, Canceled Check or Money Order
- Landlord statement
- Self-attestation, if none of the above can be provided

5. Utility arrears: If you are asking for help to pay utility arrears, you need to submit a copy of your gas and/or electric bill.

Landlords/Property Owners must upload the following documents

Landlords need to submit the following documentation to establish your lease, proof of ownership, and the monthly rent you are owed.

- a. W9
- b. Direct deposit information
- c. Executed lease with tenant applicant
- d. Proof of Ownership - warranty deed, homeowner insurance policy, tax bill, or other similar document
- e. Landlord Monthly Rent Confirmation Form
- f. Affidavit for a property manager (if applicable) - Owner affidavit of property manager/agent as recipient of funds and management agreement

Documentation required from the landlord:

- W9
- Direct deposit information
- Executed lease with tenant applicant (if tenant has not provided)
- Cancelled Check, evidence of funds transfer or other documentation of the last full monthly rent payment
- Proof of Ownership - warranty deed, homeowner insurance policy, tax bill, or other similar document
- Landlord Monthly Rent Confirmation Form
- Affidavit for a property manager (if applicable) - Owner affidavit of property manager/agent as recipient of funds and management agreement