TEXAS RENT RELIEF PROGRAM
Tenant Application Checklist

Use the following checklist to learn which documents you need to apply for the Texas Rent Relief program. When possible, tenants should coordinate their application with their landlord for faster assistance. For the landlord document checklist, please visit TexasRentRelief.com.

☐ **Identification** *(ONE of the following)*

- Government-issued ID (driver's license, passport, voter registration card, military ID)
- Personal ID (Library card, student ID, school registration form)

☐ **Demonstrating Income Below Program Limit** *(You must provide information from one of the following)*

- **Option 1. For Persons Facing Eviction (All of the following, if applicable)**
    - If you provide a court docket #, Justice of the Peace precinct #, and the county of the court and you can certify within the application that your income is under the program income limit, no further income documentation is required

- **Option 2. For Persons Receiving Assistance from Other Programs (One of the following)**
    - For households with six or fewer members:
        - Head Start, LIHEAP/CEAP, SNAP, SSI, TANF, or Tribal TANF for head or co-head of household
        - Veterans Affairs Disability Pension, Survivor Pension, Enhanced Survivor Benefits, or Section 306 disability pension (not standard VA pension)
    - WIC for households with three of fewer members, OR
    - If you are living in a rent-restricted property or public housing unit or you are receiving tenant-based or Section 8 rental assistance, you or your landlord can provide evidence of your most recent income certification no older than one year from when you apply for assistance.

- **Option 3. For Persons Providing Income Documents – at or below 80% of the Area Median Income (One of the following for all household members 18 or older)**
    - 2020 tax return (IRS Form 1040)
    - W2
    - Wage statement
    - Interest statement
    - Check stubs from your employer for the previous 30 days
    - Current letter from your employer verifying gross wages (pay rate, hours/week, pay date)
    - Unemployment compensation or alimony
    - Pension, Retirement letter, Social Security, or Investment Income
    - Certifications within the application for household members who are self-employed, receiving cash income, or receiving no income

☐ **Proof or Residence and Rent Amount** *(ONE of the following)*

- Copy of signed lease
- Rent receipts or proof of payment for past three complete months of paid rent

☐ **Risk of Homelessness or Housing Instability** *(ONE of the following)*

- Notice of past-due rent, past-due utilities, or notice to evict
- Certification you would have to move to an unsafe or unhealthy living situation if you don't receive rent assistance.

☐ **Financial Hardship** *(ONE of the following)*

- Certification you have qualified for unemployment benefits, **OR**
- Certification that due to or during the pandemic, you experienced a reduction in income, incurred significant costs, or experienced other financial hardship.

☐ **Assistance Requested – up to fifteen (15) months of assistance for your current unit**

- Past due rent and utilities for all months you owed back to March 13, 2020, **AND**
- Current month and up to 2 more future months of rent and utility assistance, **AND**
- Past due utilities for all months you owed back to March 13, 2020. (Will need to provide copies of utility bills)

As part of the application, you will be asked to to sign a certification. To read this ahead of time, you can click here. You will be promising that all information you provide on the application is true and that you are not requesting assistance for expenses already covered by other rent or utility assistance programs.

If you have questions, need assistance or would like to apply over the phone, contact us at the number below. After your application is submitted, a member of our team will be in touch if we need additional information.

info@texasrentrelief.com | 1-833-9TX-RENT (1-833-989-7368) | TexasRentRelief.com