

New York State

Emergency Rental Assistance Program

Information for Renters – Document Checklist

The New York State Emergency Rental Assistance Program assists eligible households behind on their rent that have experienced financial hardship due to COVID-19 and are at risk of homelessness or housing instability.

When applying, renters will need to provide:

- **Personal identification** for all household members. Acceptable forms of identification include: A photo ID, driver license or non-driver government-issued ID, passport, EBT/Benefits Issuance Card, birth or baptismal certificate, school registration.
- **Social Security number** of any household members who have been issued one. Individuals do not need to have a lawful immigration status to qualify for the program.
- **Proof of rental amount**, signed lease, even if expired. If no lease is available then proof can be shown through a rent receipt, canceled check or money order. If no documentation is available, landlord attestation will be accepted.
- **Proof of residency and occupancy** – Signed lease, rent receipt, utility bill, school records, bank statement, postal mail with name of applicant, insurance bill, or driver license. Proof should be current.
- **Proof of Income to document income eligibility:**
 - **Documents demonstrating monthly income** for the prior month, such as pay stubs, bank account deposit verification, unemployment benefits letter, or other proof;

OR

 - **Documents demonstrating annual income for 2020**, such as a W-2 tax form from an employer, an annual statement of earnings, or a copy of a completed income tax return, such as a 1040, 1040EZ, 1099 tax form, or other evidence of 2020 annual income.
 - Self-attestation of income is permitted in certain circumstances where no documentation is available such as certain self-employment.
- **Copy of gas or electric utility bill**, if applying for help paying for utility arrears at the same rental unit.

Applicants will be asked to attest that on or after March 13, 2020, a member of the household received unemployment benefits **or** experienced a reduction in household income, incurred significant costs or experienced other financial hardship, directly or indirectly, due to the COVID-19 pandemic. The applicant will need to sign the application form and associated certifications agreeing that the information provided in the application is accurate.

New York State

Emergency Rental Assistance Program

Information for Landlords and Property Owners – Document Checklist

The New York State Emergency Rental Assistance Program (ERAP) assists eligible households behind on their rent that have experienced financial hardship due to COVID-19 and are at risk of homelessness or housing instability.

When applying, landlords and property owners will need to provide:

- Completed **W-9 tax form**.
- **Executed lease** with tenant applicant, or if there is no written lease, a cancelled check, evidence of funds transfer or other documentation of the last full monthly rent payment.
- **Documentation of rent due** from tenant (e.g. ledger, etc.) or attestation on application.
- **Banking information** to receive direct deposit payment.

The property owner or an authorized property management company will be required to sign the application form and associated certifications agreeing that the information provided, including the amount of rental arrears owed, is accurate and does not duplicate a payment received from another program.

The property owner or authorized property management company must also agree to the following terms as a condition of accepting rental arrears payments:

- The ERAP payment satisfies the tenant's full rental obligations for the time period covered by the payment.
- Waive any late fees due on any rental arrears covered by the ERAP payment.
- Not increase the monthly rental amount above the monthly amount due at the time of application for ERAP assistance for months for which rental assistance is received and for one year from receipt of the ERAP payment.
- Not evict the household on behalf of whom the ERAP payment is made for reason of expired lease or holdover tenancy for one year from the receipt of the ERAP payment. An exception to this requirement shall be made if the dwelling unit contains four or fewer units and the property owner or owner's immediate family members intend to immediately occupy the unit for use as a primary residence.