# RENTER APPLICATION CHECKLIST

## PERSONAL INFORMATION

Renter applicants will be required to provide:

- [ ] Full name
- [ ] Valid, contact email
- [ ] Rental unit size (number of bedrooms)
- [ ] Phone number
- [ ] Property address
- [ ] Social Security Number for all household members

## PROOF OF OBLIGATION TO PAY RENT

**(REQUIRED TO SUBMIT APPLICATION)**

Renters will be required to provide a valid lease or agreement detailing monthly rent amounts and additional terms. The applicant is requested to provide one (1) of the following to establish eligibility:

- [ ] Copy of current lease (preferred)
- [ ] Other documentation detailing rental agreement between landlord and renter and obligation which may include at least 2 months of cancelled rental checks, money orders, etc.

## PROOF OF CURRENT HOUSING INSTABILITY

**(REQUESTED TO EXPEDITE PROCESSING)**

Renters will be requested to provide documentation detailing the risk of experiencing homelessness or housing instability. The applicant is requested to provide any of the following that apply:

- [ ] Past due rent notice
- [ ] Past due utility notice
- [ ] Eviction notice

## PHOTO IDENTIFICATION

**(REQUIRED TO SUBMIT APPLICATION)**

Renters will be required to provide the following identification to establish eligibility:

- [ ] Government issued photo ID

## INCOME VERIFICATION

**(REQUIRED FOR ALL APPLICATIONS)**

Renters will be asked to submit information about their household income and to provide a Social Security number (SSN) and birthday for each household member, age 18 and older.

Option 1. Third-party income verification

- [ ] Renter applicants are given an option to allow the program to use household members’ SSNs and obtain data directly from the Louisiana Workforce Commission and other government agency partners to verify household income.

Option 2. If third-party verification of income cannot be obtained, the applicant will be required to provide additional income documentation, including:

- [ ] Form Series IRS 1040 (preferred)
- [ ] W-2 wage statements (if 1040 not available)
- [ ] Interest statements
- [ ] Unemployment compensation statements (if unemployed)
- [ ] Notification of termination or furlough (if unemployed)

Option 3. Self-attestation

- [ ] If you are unable to provide income documentation, you may select the option to direct the program to use data from the Louisiana Workforce Commission to verify your income.

*Note: If not verified, additional documentation during case management may be needed.*

## UTILITY ASSISTANCE

If requesting utility assistance, renter must provide:

- [ ] Copy of utility bill
- [ ] Proof of penalty fees or reconnection fees
- [ ] Service provider, account number, service dates