



RENTER DOCUMENT CHECKLIST

INCOME DOCUMENTS (REQUIRED FOR ALL APPLICATIONS)

Renters must provide documentation to substantiate income for all household members age 18 or older. Renters should provide income documentation on an ANNUAL basis. If not available, the MONTHLY option is available. If a renter has no income documentation, select option #3 Income Self-Certification.

Option 1. Renter must provide one (1) of the following for **annual** income:

- IRS form series 1040 (preferred)
- W-2 wage statements for 2020
- Interest statements
- Unemployment compensation statements

Option 2. Renter must provide one (1) of the following for monthly income:

- Two most recent months of pay stubs
- Signed wage/payment schedule from employer(s)
- Unemployment compensation statements

Option 3: Income Verification

- 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.

PROOF OF OBLIGATION TO PAY RENT (REQUESTED TO EXPEDITE PROCESSING)

Renters will be requested to provide a valid 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 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 (REQUESTED TO EXPEDITE PROCESSING)

Renters will be requested to provide proof identification

The renter will be requested to provide the following to establish eligibility: Government issued photo ID

UTILITY ASSISTANCE

Renters will be requested to provide proof identification

If requesting utility assistance, renter must provide:

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

