

OREGON EMERGENCY RENTAL ASSISTANCE PROGRAM

TENANT CHECKLIST



Are You Eligible For Oregon Emergency Rental Assistance? (Must check all to be eligible)

- Are you seeking assistance to pay rent and/or utilities? Do you have an unpaid rent balance for your primary rental residence that begins on or after March 13, 2020?
- Has anyone in the household experienced reduction/ loss of income since April 1, 2020 related to COVID-19? (and/OR incurred significant expenses OR other financial hardships OR qualified for unemployment benefits)
- Do you have a past-due rent notice, an eviction notice, or can you demonstrate housing instability or risk of homelessness, past due utilities, and/or need assistance paying future rent or utilities?

Note: Your immigration status will not be a barrier to receiving these services.

If you checked ALL of the above, you are eligible to receive assistance. Before completing the online application, you'll need the following items:

1. Verify Identity

(need ONE of the following)

- State issued program ID or license
- Passport/Birth Certificate/Social Security Card/Jail ID
- An employment identification card
- Certificate of marriage or license
- Copy of a certified divorce decree
- Copy of a certified, court-ordered maintenance award (if legal) or a notarized statement declaring separation
- Single or Joint bank accounts, certified purchases or loans that show residential address
- Credit report showing residence and single or joint financial activity
- Military ID/VA Medical card/Certificate of Release or Discharge from Active Duty (DD214)
- ODHS Benefits ledger/Social service ID
- Letter from a non-profit or government agency attesting to applicant's identification

Note: There are alternative options for documentation of application requirements for those that cannot produce some or all of these materials; please proceed with the application portal if you are eligible.

2. Verify Income

(All household members over the age of 18 must provide ONE of the following)

- IRS Tax forms such as a 2020 1099, 1040/1040A or Schedule C of 1040 showing amount earned and employment period or most recent federal income tax statements
- A 2020 W-2 form, if you have had the same employer for at least two years and increases can be accurately projected
- Most recent paycheck stubs (consecutive: six for weekly pay, three for bi-weekly or semi-monthly pay, two for monthly pay)
- A letter of termination from your job
- Employer-generated salary report or letter stating current annual income or Earnings statements
- Current bank statements
- Proof of application for unemployment benefits
- Proof that unemployment benefits have expired
- Self Employed - tax records, statements, or other documentation of loss of employment
- IF YOU HAVE NO INCOME: You can complete a Certification of No Income in the application

3. Verify Residence

(need ONE of the following that shows your address)

- State issued program ID or license
- A signed lease or written rental agreement
- Utility bill showing past or current amount due
- Credit report showing residence and single or joint financial activity
- Official letter from third party (Landlord, Government agency, financial institution, medical institution, or school)

4. Verify Rent and/or Utility Bills Due (Including Internet, garbage, water, electric, gas and bulk fuel)

- A current lease signed by the applicant and landlord or sub-lessor that identifies the unit where the applicant resides and shows the rental payment amount
- If you don't have a signed lease, proof of your rent amount may include one of the following:
 - Bank statement, check stub or other proof that shows a pattern of paying rent
 - Written confirmation by a landlord who can be verified as the actual owner or management agent of where you rent
 - [Landlord Verification of Rent Due](#)
 - If landlord refuses to sign you may also submit a [Self-Verification of Rent Due](#)
 - Other formal attempt to collect rents or notification of rents due/outstanding
- All utility bills you are claiming showing your account information and amount due

Please note: you cannot request reimbursement for expenses you have already paid

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Once you've gathered the required documents above, [click here](#) to apply.