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

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-lesser 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

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.

Once you've gathered the required documents above, click here to apply.

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