



# LifeStyles, Inc.

## Emergency Rental Assistance Program Application Checklist

Name of Client: \_\_\_\_\_

Last Four of SSN: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

| Yes  | No                       |  |
|--|--------------------------|--|
| <input type="checkbox"/>                     | <input type="checkbox"/> | Application on file  |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Application completed and signed by the head of household  |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Applicant is a renter and obligated to pay rent/paid rent  |
| <b>Financial Hardship (one of following)</b> |                          |  |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Has one or more individuals in the household qualified for unemployment benefits or experienced a reduction in household income  |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Incurred significant costs   |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Other financial hardship   |
| <b>Eligibility</b>                           |                          |  |
| <input type="checkbox"/>                     | <input type="checkbox"/> | One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability  |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Client at 50% or below of area median income (AMI)   |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Client between 50-80% of AMI   |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Appropriate verification of income (tax return, pay stubs, unemployment) or self-attestation   |
| <input type="checkbox"/>                     | <input type="checkbox"/> | If monthly income was used, was income recalculated every three months to determine eligibility  |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Lease on file signed by the applicant and the landlord that identified the unit where the applicant resides and established the rental payment amount? Or other acceptable verification. |
| <b>Payments</b>                              |                          |  |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Documentation of the past due and/or prospective rent owed   |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Documentation of past due and/or prospective utility payments owed   |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Documentation in file matches payment request  |
| <input type="checkbox"/>                     | <input type="checkbox"/> | Documentation of landlord or utility provider outreach when tenant is paid directly  |