

**Landlord Assistance Program
Documentation Checklist**

<u>Document Name</u>	<u>Description</u>	<u>✓</u>
1. Landlord Assistance Application	Application [signed by both the landlord and tenant(s)]	
2. Tenant Income Verification	<p>Income includes unemployment compensation, pandemic unemployment compensation, and pandemic stimulus checks. Applicants can use wage statement, W-2s, bank statements, and letters from employers in order to provide documentation verifying income.</p> <p>If there is zero or unverifiable income please fill out the zero income verification form. (All can be uploaded through Outracker link)</p>	
3. Rent Roll	Provide all rent rolls detailing the amount of rent due per month from each tenant that you are seeking rent relief for.	
4. W-9	W-9 Form	
5. Rent Paid Receipt	Documentation verifying the credit of payments to the tenant's account showing paid in full.	