Landlord Assistance Program Documentation Checklist

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| **Document Name** | **Description** | **✔** |
| 1. Landlord Assistance Application | Application [signed by both the landlord and tenant(s)] |  |
| 2. Beneficiary Information | All tenant information uploaded to Outracker |  |
| 3. Tenant Income  Verification | Income includes unemployment compensation, pandemic unemployment compensation, and pandemic stimulus checks. Applicants can use wage statement, W-2s, bank statements, and letters from employers to provide documentation verifying income. Please provide income documentation for before and after (must be after March 27,2020) the tenant was impacted by COVID-19.  If there is zero or unverifiable income, please fill out the zero-income verification form. (All can be uploaded through Outracker link) |  |
| 4. Rent Roll | Provide all rent rolls detailing the amount of rent due per month from each tenant that you are seeking rent relief for. |  |
| 5. W-9 | W-9 Form |  |
| 6. Rent Paid Receipt | Documentation verifying the credit of payments to the tenant’s account showing paid in full. |  |