Emergency Rent Assistance (ERA) Fund Document Checklist

☐ City of Phoenix residency (one of the following)
  a. Driver’s license
  b. Work or school ID
  c. Public benefit award letter
     i. Supplemental Nutrition assistance Program (SNAP) award letter
     ii. Temporary Assistance for Needy Families (TANF) award letter
  d. Utility bill
  e. Lease agreement
  f. Other reasonable sources

☐ Proof of all gross income for the last thirty (30) days (from ________ to ________), including:
  a. Current year Social Security award letters
  b. Paystubs
  c. Self-Employment Ledger
  d. Child Support
  e. Other sources of income

☐ Proof of financial impact caused by COVID 19 pandemic. Verification/documentation could include:
  a. Letter from employer showing:
     a. Termination of employment or reduced hours
  b. Medical documentation from a doctor
  c. Childcare costs that were paid

☐ Current Lease agreement

☐ Proof of identity
  a. Driver’s license
  b. Work or school ID
  c. ID card from health benefits or social service program
  d. Voter registration card
  e. Birth certificate
  f. Family census card
  g. Other reasonable sources

☐ Current utility bills
  a. City of Phoenix water
  b. SRP
  c. APS
  d. SW Gas

☐ Eviction, 5-day notice, or late statement from property manager or landlord.

☐ W9 For Landlord with tax ID#, contact information, name phone number, mailing address,