



# Housing Counseling Services, Inc.

2410 17<sup>th</sup> St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009  
202-667-7006 • [www.housingetc.org](http://www.housingetc.org)

## **HCS Documentation List for CHAP**

**\*\*Please note, this is a basic list. Additional documents, specific to your situation, may be requested OR some of these documents may not apply to you\*\***

- o Photo ID for all household members 18 above.**
- o Proof of your COVID related emergency**
- o Lease/Proof of DC Residency**
- o Proof of all wages and income received in the last 60 days of the application date**
- o Official transaction histories for all accounts during the last 60 days from the application date.** Accounts include checking and savings accounts, prepaid cards, CashApp, Venmo, PayPal etc. For Cash App: <https://cash.app/help/us/en-us/3055-download-transaction-history>.
- o Proof of all assets**
- o Updated and itemized ledger – your landlord would need to provide this.**

Your landlord will need to provide some, if not all, of the following documentation in order for payment to be processed:

- o W9 signed and dated in the current year**
- o Management agreement if payment is not going directly to the owner**
- o Proof of ownership**
- o Proof of where payment should be sent**
- o Picture ID (private landlords)**
- o Proof of social security number (private landlords)**