HCS Documentation List for ERAP

**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**

- **Photo ID** for all household members 18 above.
- **Birth certificates** for all household members.
- **Lease/Proof of DC Residency**
- **Proof of wages received during the last 30 days from the application date.** Wages include paystubs, Uber weekly statements, etc.
- **Proof of unearned income received during the last 30 days from the application date.** Unearned income includes SSI/SSDI, TANF, child support, annuity, pensions, unemployment, etc.
- **Official transaction histories for all accounts during the last 30 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](https://cash.app/help/us/en-us/3055-download-transaction-history).
- **Proof of disability** (if applicable). Can be income received for disability or a letter stating you or a household member are disabled from a doctor, psychiatrist, nurse practitioner or physician’s assistant. The letter must state the word disabled.
- **Proof of expenses** – gas, electric, water, phone, car note, childcare etc.
- **Documentation of being able to pay rent for the next 30 days** – could be job searches, return to employment, increase in unearned income etc.

**In addition to the list above, back rental assistance applicants need to submit the following:**
- **Updated and itemized ledger** – your landlord would need to provide this to you.
- **Documentation of your emergency** – provide documentation supporting the reason you fell behind in your rent. For example, termination letter from job, lack of income received, proof of expenses paid instead of rent etc.

**In addition to the list above, security deposit/first month rent applicants need to submit the following:**
- **Approval letter** stating the amounts of the security deposit and first month rent from new unit
- **Documentation of the reason for the move** – documentation of threat of homelessness, verification of homelessness with a letter from a shelter, for voucher holders please provide the need to move (i.e. failed inspections or change in family size).

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

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