



Housing Counseling Services, Inc.

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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

- o **Photo ID** for all household members 18 above.
- o **Birth certificates** for all household members.
- o **Lease/Proof of DC Residency**
- o **Proof of wages received during the last 30 days from the application date.** Wages include paystubs, Uber weekly statements, etc.
- o **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.
- o **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>.
- o **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.
- o **Proof of expenses** – gas, electric, water, phone, car note, childcare etc.
- o **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:

- o **Updated and itemized ledger** – your landlord would need to provide this to you.
- o **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:

- o **Approval letter** stating the amounts of the security deposit and first month rent from new unit
- o **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:

- 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)**