

Emergency Rental Assistance Program (ERAP) Documentation Request Form

All applicants need to submit the following:

- **Photo ID** for all household members 18 above
- **Birth certificates** for all household members. All household members need to be related by blood or marriage. Acceptable documents to prove that include birth certificates, marriage certificates, guardianship/custody documentation.
- **Proof of DC Residency.** Acceptable documents include a copy of full lease or a letter of residency from the landlord that lists all the residents of the unit, the unit address and the rent amount. For security deposit/first month rent applicants, we need proof of residency at the address put on the application. It can be a recent proof of mail with that address, a bank statement with that address etc.
- **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> . Please note you need to export each month's statement to cover the 30-day period, rather than the CSV.
- **Proof of disability** (if applicable). Proof we accept is a letter from a doctor or psychiatrist stating that the applicant is disabled or has a disability
- **Proof of expenses** – gas, electric, water, phone, car note, childcare etc.
- **Documentation of plan moving forward** – provide documentation to show how you are able to maintain your rent moving forward. Here are some examples: If you are searching for employment, we need proof of 5 job search application submissions with email confirmations. If you have a job offer, we need the offer letter.

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.
- **Documentation of falling behind** – 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, if unit failed inspection of voucher size changed, need documentation of that.