


Somerset County CDBG-CV Emergency Rental Relief Program Required Documentation Checklist

Use this checklist to assist you in preparing the application. All documentation will be reviewed to determine eligibility. **DO NOT** submit your application until you have gathered **ALL** required documents.

	Verification Needed	Acceptable Document Copies
_____	Current 12-month lease or rental agreement (Personal Information Section)	<ul style="list-style-type: none"> • Copy of signed lease OR • A written letter from you AND a letter from the landlord with details of rental agreement including monthly rent and effective dates
_____	Proof of Somerset County residence (Personal Information Section)	<ul style="list-style-type: none"> • Driver's license /State ID OR • Bill with name and address
_____	Pre-COVID monthly household income (Personal Information Section)	<ul style="list-style-type: none"> • 4 consecutive paystubs from each person's employer • If you are self-employed, provide your 2019 tax return (all pages) AND self-employment records for last 4 months.
_____	Proof of COVID-related financial loss (Personal Information Section)	<ul style="list-style-type: none"> • Email or notice from healthcare provider, employer or child's school/daycare provider on letterhead
_____	Current monthly income information (Household & Current Monthly Income Section)	<ul style="list-style-type: none"> • At least 2 consecutive paystubs from each person's employer • If you are self-employed, provide your 2019 tax return (all pages) AND self-employment records for last 4 months.
_____	Other sources of current monthly income (Household & Current Monthly Income Section)	<ul style="list-style-type: none"> • Child support order • Benefits award letter (SSI, SSD) • Unemployment insurance
_____	Checking / Savings Account Statements	<ul style="list-style-type: none"> • Copy of summary page from monthly statements for the months you are requesting assistance
_____	Assets including money markets, 401K account, stocks, pension, and other assets (Household & Current Monthly Income Section)	<ul style="list-style-type: none"> • Copy of summary page from monthly statements for the months you are requesting assistance
_____	Landlord statement and balance due (Lease/Arrears Information Section)	<ul style="list-style-type: none"> • Statement from landlord with current balance due. Late fees and rent MUST be listed separately.