



STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



UniteCT

Emergency Rental Assistance for Connecticut's Economy

Application Documentation Requirements		
The following matrix details the types of documentation that will be accepted under each eligibility factor. Each eligibility factor will require one (1) item of supporting documentation. The applicant must select one (1) of the acceptable documentation items under each eligibility factor listed, in order to satisfy the requirement. The applicant is not required to provide each item of documentation listed below. Some items of documentation may satisfy more than one eligibility factor, in such cases, reference the Notes column below which will indicate that a secondary upload is not necessary.		
Eligibility Factor	Acceptable Documentation	Notes
Tenant Identification*	<ul style="list-style-type: none"> • Driver's License • State ID • Military ID • Native American Tribal ID • Passport • Permanent Resident Card • Other photo ID 	* Expired photo identification will be accepted if no other photo I.D. available.
Tenant Application Entry in UniteCT RentRelief Portal	<p>The Tenant will enter the following information in the application Portal*:</p> <ul style="list-style-type: none"> • Address of the rental unit requesting assistance • Information for household occupants • Rental unit information such as number of bedrooms, lease terms, monthly rent obligation, & amount of rental arrears • Landlord information including name, address, email, phone number 	* This is not a comprehensive list of the application entry.
Landlord Identification	<p>If the landlord is a company*:</p> <ul style="list-style-type: none"> • Business License • Articles of Incorporation 	* Property Managers may act in place of landlord. Documentation should be



STATE OF CONNECTICUT DEPARTMENT OF HOUSING



	<ul style="list-style-type: none"> I.D. of representative (see individual landlord below for list of allowable support) <p>If the landlord is an individual:</p> <ul style="list-style-type: none"> Driver's License State ID Military ID Native American Tribal ID Passport 	provided that demonstrates the relationship between landlord and Property Manager.
Landlord Application Entry in UniteCT RentRelief Portal	<p>The Landlord will enter the following information in the application Portal*:</p> <ul style="list-style-type: none"> Name Representative Name (if applicable) Tax Identification Number Address of rental unit requesting assistance Lease or rental agreement for applicant & rental unit Applicant name and rental unit Amount of rental arrears owed by the applicant 	* This is not a comprehensive list of the application entry.
Landlord Business Verification	<ul style="list-style-type: none"> W-9 Federal Tax Return (1040, 1065, etc.) 	
Landlord Property Ownership	<ul style="list-style-type: none"> Mortgage documents/Mortgage Statement* Property Tax Statement Insurance documentation Property Deed 	* Mortgage documents should explicitly relate to the property requesting assistance.
Verify Income	<ul style="list-style-type: none"> Households residing in a Qualified Census Tract (QCT) are not required to provide income documentation. For households outside of a QCT, income must be verified for each household member over the age of 18 through annual <u>or</u> monthly documentation as described below. 	



STATE OF CONNECTICUT DEPARTMENT OF HOUSING



Annual Household Income Income must be verified for each household member over the age of 18.	Employment/Income Support* <ul style="list-style-type: none"> Annual Income Support: <ul style="list-style-type: none"> 2020 1040 Federal Income Tax Return 2020 CT Income Tax Return Wage Statements Interest Statements Unemployment Compensation Statements Bank Statements Business Profit & Loss Statement 	*Documentation in connection with another local, state, or federal government assistance program may be used to verify the applicant's income. **Social Security Benefits and other social services benefits are only considered income to the extent they are taxable under the U.S. Treasury.
	Other Income* <ul style="list-style-type: none"> 2020 Federal Income Tax Return 2020 CT Income Tax Return Taxable amount of Social Security Benefits & payment amount** Disability Benefits statement & payment amount 	
Monthly Household Income Income must be verified for each household member over the age of 18.	Employment/Income Support* <ul style="list-style-type: none"> Most recent 4 weeks (one month) of Income Support: <ul style="list-style-type: none"> Wage Statement Interest Statement Unemployment Compensation Statement Bank Statements Business Profit & Loss Statement 	*Please provide one of the following. *Documentation in connection with another local, state, or federal government assistance program may be used to verify the applicant's income.
	Other Income <ul style="list-style-type: none"> Taxable amount of Social Security Benefits & payment amount Disability Benefits statement & payment amount 	
Verification of no employment	<ul style="list-style-type: none"> Self-Certification of Zero-Income Student Transcript* 	* Income earned by HH Members over 18 who are full-time students will be excluded from income calculation in excess of \$480.



STATE OF CONNECTICUT DEPARTMENT OF HOUSING



COVID-19 Financial Hardship	<ul style="list-style-type: none"> • Employer Verification of employment termination* • Unemployment Income letter and/or payment schedule ** • Written Attestation signed by the applicant. • Other documentation*** 	<p>* Termination or layoff must have occurred due to the impacts of COVID-19 and cannot have occurred prior to March 13, 2020.</p> <p>** Unemployment benefits must be dated after March 13, 2020 and state the amount and frequency of the payments.</p> <p>*** Documentation of increased expenses or other financial hardship as a result of COVID-19 related issues.</p>
Risk of Homelessness/Housing Instability	<ul style="list-style-type: none"> • Past due rent notice • Past due utility notice • Notice to Quit • Notice of Eviction • Notice of utility shut-off • Demonstration that rent payment is more than 30% of income: lease or rent payment schedule 	
Current Connecticut Residency	<ul style="list-style-type: none"> • Utility/Rent or other bill dated within the last 3 months, evidencing resident address. • Bank Statement dated within the last 3 months, evidencing resident address. • Income documents showing tenant residency. • Current lease evidencing resident address. 	
Primary Residence	<ul style="list-style-type: none"> • Photo ID address matches rental/utility assistance address. • Tax Return does not indicate mortgage interest/property tax deduction. • Bank Statement dated within the last 2 months matches rental/utility assistance address. • Income documents showing tenant residency. 	



STATE OF CONNECTICUT DEPARTMENT OF HOUSING



	<ul style="list-style-type: none"> • Current lease evidencing resident address. 	
Rental Assistance - Applicant	<p style="text-align: center;">Arrears</p> <ul style="list-style-type: none"> • Rent Statement for all months in arrears, and • Evidence of non-payment <ul style="list-style-type: none"> ○ Past due rent notice ○ Payment ledger ○ Certification from Landlord (signed) 	* Overdue rental costs prior to March 13, 2020 are not eligible for reimbursement.
	<p style="text-align: center;">Prospective</p> <ul style="list-style-type: none"> • Lease or written agreement to include: <ul style="list-style-type: none"> ○ Address of property requesting assistance ○ Name of landlord/lessor ○ Name of Applicant or household occupant ○ Number of adult occupants ○ Term of rental agreement ○ Monthly rent amount ○ Agreement signed by landlord and tenant 	
Rental Assistance - Landlord	<p style="text-align: center;">Arrears</p> <ul style="list-style-type: none"> • Rent Statement for all months in arrears, and • Evidence of non-payment <ul style="list-style-type: none"> ○ Past due rent notice ○ Payment ledger 	
	<p style="text-align: center;">Prospective</p> <ul style="list-style-type: none"> • Lease or written agreement to include: <ul style="list-style-type: none"> ○ Address of property requesting assistance ○ Name of landlord/lessor ○ Name of Applicant or household occupant 	



STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



	<ul style="list-style-type: none">○ Number of adult occupants○ Term of rental agreement○ Monthly rent amount○ Agreement signed by landlord and tenant	
Utility Assistance	<p style="text-align: center;">Arrears</p> <ul style="list-style-type: none">● Utility Statement for all months in arrears*, and● Evidence of non-payment<ul style="list-style-type: none">○ Past due utility notice.○ Letter from utility company.	<p>* UniteCT will reimburse utility costs associated with the applicant's monthly electricity usage. Utility statements should clearly outline the cost of electricity usage.</p>