

# Chester County Emergency Rental Assistance Program

## Applicant Checklist

This checklist is to help prepare applicants for submissions to the Chester County Emergency Rental Assistance Program. Please contact 211 for intake and referral before organizing the required documents listed below. Applicants are encouraged to keep track of their application records including provider contact information and date(s).

### Applicant Information

- Household income Household size

### Landlord/Property Owner Information

- |                                       |                           |            |
|---------------------------------------|---------------------------|------------|
| <input type="checkbox"/> Name         | Phone                     | Email      |
| <input type="checkbox"/> Monthly rent | Total amount of rent owed | Dates owed |

### Utility Provider Information (skip any that are not applicable)

- |   |             |            |
|---|-------------|------------|
| <input type="checkbox"/> Gas & Electric (if combined) | Amount owed | Dates owed |
| <input type="checkbox"/> Electric                     | Amount owed | Dates owed |
| <input type="checkbox"/> Gas                          | Amount owed | Dates owed |
| <input type="checkbox"/> Heating oil / propane        | Amount owed | Dates owed |
| <input type="checkbox"/> Water                        | Amount owed | Dates owed |
| <input type="checkbox"/> Sewer                        | Amount owed | Dates owed |
| <input type="checkbox"/> Trash                        | Amount owed | Dates owed |

## Required Documents

### Rental Information

- Copy of lease
- Landlord/Tenant Certification form (attached)

### Utility Information

- Copy of utility bills showing proof of past due balances

### Economic Hardship Related to COVID-19 (one of the following)

- Proof of Unemployment Compensation/Pandemic Unemployment Assistance
- Proof of reduced income due to COVID-19
- Proof of incurred significant costs or other related hardship due to COVID-19

### Documentation of Risk of Homelessness or Housing Instability (one of the following)

- Eviction or past due rent notice
- Utility shut-off notice

### Proof of Income for All Household Members (one of the following)

- Tax filings (i.e. 1040 form)
- W-2 forms
- Paystubs or other wage statements
- Bank statements demonstrating regular income (may require additional supporting documentation)
- Written attestation from employer stating income

**Eligible applicants must be at or below 80% of area median income for Chester County:**

MEDIAN FAMILY INCOME / LOW-INCOME GUIDELINES - FY 2020

# OF PERSONS	1	2	3	4	5	6	7	8
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Median: 4 Person=\$96,600

80%      \$54,150    \$61,850    \$69,600    \$77,300    \$83,500    \$89,700    \$95,900    \$102,050