

# CARES RENT RELIEF PROGRAM APPLICATION CHECKLIST

This checklist is a helpful aid to ensure you don't forget key items when you submit your application packet to your local county organization. *If you overlook important documents you need to submit, it will delay your application processing and any possible rental assistance.* For your own benefit, please take your time and make sure your application packet is complete. Check off items as you complete them.

## FIRST, DETERMINE IF YOU ARE ELIGIBLE:

- I checked the income limits on the Rent Relief Program webpage at: <https://www.phfa.org/forms/pacares/rental/RRP-County-Income-Limits.pdf>. Counties are listed alphabetically. **Yes, my income is below the income limit for my county.**
- I am at least 30 days past-due on my rent payment, which is needed to qualify.

I can answer YES to AT LEAST ONE of the following requirements to be eligible:

- 1. I became unemployed after March 1, 2020, due to the COVID-19 pandemic.
- 2. I have had at least a 30% reduction in annual income related to COVID-19.

## SECOND, IF YOU ARE ELIGIBLE, BE SURE TO SUBMIT A FULLY COMPLETE APPLICATION PACKET:

I completed all 3 applications, with the help of my landlord on 2 of the applications:

- 1. Landlord application
- 2. Landlord/Property Certification
- 3. Lessee Household Certification/Renter Application
  
- I double-checked the 3 applications to make sure **all questions were answered**
- All 3 applications are signed** by me and by my landlord
- Where the 3 applications requested supplementary documents, **I have provided copies of these documents.** This includes supplementary documents like:
  - Proof of sources of income
  - A copy of your lease
  - Proof of residence at your address, like a utility bill
  - Proof of unemployment compensation
  - And other documents ...

Please look over the 3 applications to ensure you have provided all supplementary documents requested.

- I made copies of all 3 applications and the supporting documents for my records.
- I am submitting all 3 applications and all supplementary documents together.
- I am submitting my application packet to my local county organization found on the County Contact List available here: <https://www.phfa.org/forms/pacares/rental/RRP-County-Contact-List.pdf>. Counties are listed alphabetically.

By using this checklist, you should have more confidence that your application packet is complete. That is important so your submission can be processed without delay. If you qualify, this will help you get your rental financial assistance faster.