

# HAYS COUNTY ERA PROGRAM



## Tenant Application Checklist

Using the following checklist to learn which documents you need to apply for the Hays County ERA program. When possible, tenants should coordinate their application with their landlord for faster assistance. For the landlord documents checklist, please contact [erap@co.hays.tx.us](mailto:erap@co.hays.tx.us).

- **Identification (ONE of the following)**
  - Government-issued ID (driver's license, passport, voter registration card, military ID)
    - IDs needed for every individual over 18 years old in the household
- **Demonstrating Income Below Program Limit: (FOUR)**
  - All income information required for every individual over 18 years old in the household
- **Proof of Income PRIOR to COVID-19 (ONE)**
  - Jan/Feb 2020 bank statements or screenshots, pay statements
- **Proof of Income Loss Due to COVID-19 (ONE)**
  - March/April statements, termination letter from employer stating loss of hours/employment, any other proof of decline or loss of income due to the COVID-19 pandemic.
- **2020 Total Income (ONE)**
  - 2020 Tax Return or W-2
- **Proof of Income 2 Months Prior to Application Date (ONE)**
  - Bank statements (even if no deposits posted)
  - Pay stubs from the two most recent months
  - \*TWC income is separate from personal income\*
- **Proof of Residence and Rent Amount (ONE of the following)**
  - Copy of signed lease
- **Risk of Homelessness or Housing Instability (ONE of the following)**
  - Notice of past-due rent, past-due utilities, or notice to evict
- **Financial Hardship (ONE of the following)**
  - Certification you have qualified for unemployment benefits, OR
  - Certification that due to or during the pandemic, you experienced a reduction in income, incurred significant costs, or experienced other financial hardship.

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- **Assistance Requested** - up to twelve (12) months of assistance in 3 month increments
  - Past due rent or utilities (utility application only) for all months you owed back to March 13, 2020, AND
  - Current month and up to 2 more future months of rent or utility assistance.

**\*Please be sure to upload nine documents minimum to make sure you complete all required categories\***