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.

- **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 listed as a tenant.
- **2020 or 2021 total Income** (ONE)
        - 2020 Tax Return or W-2
- **Proof of Income 2 Months Prior to Application Date** (ONE)
        - Income Below Program Limit:
        - Pay stubs from the two most recent months
            - Bank statements (even if no deposits posted)
            - TWC income (separate from personal income)
    - All income information required for every individual over 18 years old in the household
- **Proof of Residence**
    - Copy of full signed lease
- **Risk of Homelessness or Housing Instability** (ONE of the following)
    - Notice of past-due rent (up to date ledger)
    - and notice to evict (if applicable)
    - past-due utilities
- **COVID Connection form**
- **Landlord documents** (we can request these if landlord email is provided)
    - w9
    - ledger
    - lease

Please be sure to upload seven (7) documents minimum. All documents must be complete or ticket will be closed within 2 weeks of opening