



Colorado Emergency Rental Assistance Program (ERAP) Checklist

What Tenants Need to Request Assistance

Tenants - you will need:

- Government-issued ID** for primary applicant.
- Document demonstrating the **applicant lives at the property where assistance is being requested**. Have ready **ONE** or more of the following:
 - Executed lease (signed by both tenant and landlord) or other written document which names applicant as tenant of property reflecting the lease agreement and showing the rent amount and due date.
 - Current utility bill or other official business mail addressed to applicant at property.
 - If you (applicant) are not the primary lease-holder, have ready the **ID for the person named on the lease** and the original tenancy document.
- Evidence of rent due** reflecting payment history. Have ready **ONE** of the following:
 - A full ledger expressing payment history containing the tenant's Name, address, current rental amount, amounts paid, amounts due each month, amounts past due, and any other fees.
 - A statement of rent past due rent and any other applicable fees, such as past-due notices, emails from landlord, or other rent ledger.
- If applicable, **notice to evict** (Notice to Quit, Demand for Rent Notice, or Notice of Court Date.) *This is not required but is used to prioritize applications.*
- Decide the **months for which you are going to ask for assistance**, and the amounts:
 - Past-due rent can be for any and all months for your current unit back to April 2020. You can only request past-due amounts still owed and must be consistent with the rent amount outlined in your lease agreement.
 - You may also request assistance for your current month and may request up to 2 more months of future assistance (if you will still be living there and you will still need the assistance).
- Unemployment** benefits letter and/or unemployment benefits statement(s), if you are collecting unemployment (not required, but is used to prioritize applications).
- Income documentation for all household members** 18 years of age or above and children who have income. You only need **ONE** of the options below.
 - Option 1: **2020 tax return(s)**: You will be expected to provide the "adjusted gross income," and upload the first four pages of the signed tax return(s) and the W-2s. If your household members file separately, you will have to upload the return and W-2 for each person who files.
 - Option 2: **One month's (current) income documentation** for the month prior to the date of application. Documentation may include one or more of the following:
 - All pay stubs or pay summary for the previous 30 days.
 - 2021 Tax Returns and/or 2021 w-2 documents.

- Current unemployment benefits letter including gross benefit amount.
- Current letter from your employer verifying gross wages (pay rate, hours/week, pay date).
- Current year social security, disability letter, retirement, pension, or annuity letter. *Letter of benefits must include benefit amount.*
- Certification of income form for self-employed.
- Documentation showing income for gig workers.
- Additional information If your household is receiving TANF, Colorado Works, SNAP, LEAP – please provide a letter or documentation of that program eligibility within the last 12 months. OR, If you are living in a rent-restricted property, you or your landlord can provide evidence of your income certification, as long as it is within the last 12 months. Other forms of documentation may be acceptable if you do not have one of the above.
- Your **income must be below 80% Area Median Income (AMI)** for your county for you to qualify for ERAP. Compare your income to the income tables [here](#) for these income limits by county.
- Know that **you will be asked to verify** that at least one member of your household experienced a reduction in household income, incurred significant costs, or experienced other **financial hardship** due directly or indirectly to the COVID-19 pandemic and/or at any time during the pandemic.
- Know that **you will be asked to demonstrate** that at least one member of your household is at risk for homelessness or housing instability.
- Know that you will be asked to provide your Landlord’s name and contact information (email address and phone number).
- Additional documentation may also be requested from Tenant applications for due diligence and/or to demonstrate that the Landlord/Tenant relationship prior to the request for rental assistance (including, but not limited to):
 - Evidence of rental payments previously paid from the Tenant to the Landlord.
 - Current utility bill in the Tenant’s name and address.
 - Current income information showing applicant name and address of property.
 - Proof of payment made to the landlord or named leaseholder for the month immediately prior to the month for which assistance is requested. This may
 - include:
 - **Bank Statements and/or Ledger from Venmo, Paypal, or financial institution reflecting rental payments made.**
 - **Copy of a cleared check.**
 - **Electronic receipt from the person named on the lease plus proof of rental deposit.**
- Know that **you will be asked to read and sign certifying that everything you provide is true, accurate, and complete; and that providing false, incomplete, or inaccurate information regarding my income, may result in denial, termination of participation in the Program and possible criminal liability. And certifying that you have not already received assistance for the same months for which you are now requesting assistance.**