Application Intaker Documentation Guide

Client Name: _____ Client #: _____ Entry Date: _____

Completed	Requirements	Documentation/Proof	Source
☐	Certification Form	Requires tenant signature	Provided by Application Intaker - *review with client and obtain e-signature or verbal approval*
☐	Proof of household and address	**ID FOR ALL HOUSEHOLD MEMBERS** Official document in tenant's name showing proof of address (i.e., license, lease **18 and under if no ID**, landlord statement, utility bill, etc.)	Provided by client.
☐	Proof of financial hardship or loss of income due to COVID-19	Applicant should provide 3rd party documentation (i.e., layoff notice, note from healthcare provider, paystubs, bank statements reflecting reduced income, proof of virtual. schooling, etc.)	Provided by applicant
		Self-Certification of Income & Loss of Income document	Provided by Application Intaker; completed by Application Intaker, client, use only if Client is unable to provide 3rd party proof of loss of income or loss of employment/reduced hours due to COVID-19
☐	Proof of income eligibility *at 80% of SMI (proof from the last two months or 2020 tax form for every household member 18+)*	1) Income Eligibility Calculation Excel Worksheet; and 2) Certification of Income form	1) Completed by Application Intaker to verify eligibility; 2) Provided by Case Manager & completed by Application Intaker and Client
		2) Documents supporting Certification of Income form (i.e. tax forms, pay stubs, public assistance documentation, etc.)	Provided by Client. *If unable to provide 3rd-party proof of income eligibility, Client & Application intaker should fill out the Self-Certification of Loss of Income form*
☐	Proof of unpaid rent	Notice from landlord indicating that client is behind on rent	Provided by Client (Has to be a notice from the Landlord)
☐	Rental Assistance Agreement	Signed Rental Assistance Agreement	Provided by Application Intaker and completed by both Application Intakerand landlord and must correspond with rental arrears
☐	W-9	W-9 Form	Provided by Agency Application Intaker and completed by landlord; submitted w/ rental assistance agreement by Application Intaker

Applicant Documentation Guide

In order to be considered for the City of Buffalo CBDG-CV CARES Act Rental Assistance Program, those applying must obtain and compile the following documentation:

Check	Requirements	Examples of Documentation	Source of Required Documentation
☐	Proof of household and address in tenant's name	Examples include lease (preferred) License, landlord statement, utility bill, etc. (If landlord unable to provide household members, clients may be required to provided birth certificates, school records, etc.…)	Possible sources: personal records, landlord, utility provider, etc.
☐	Proof of financial hardship/loss of income due to COVID-19	Examples include layoff notice, note from healthcare provider, paystubs, bank statements reflecting reduced income, proof of virtual schooling, last resort is self-certification which you should work with your case manager on	Possible sources: bank, personal records, employer, healthcare provider, letter from child's school, etc. *Let your application intaker know if you are unable to obtain proof*
☐	Income verification for the last two months *(must include all income received by household members 18 and older)*	Examples include pay stubs, public assistance award letter/stub (current budget sheet, UEB Unemployment Benefits, SSI, SSD, Workers' Compensation, NYS Disability, etc.), bank statement, etc.	Possible sources: personal records, DSS, IRS, employer, etc. *Let your application intaker know if you are unable to obtain proof*
☐	Proof of unpaid rent	Notice from landlord indicating tenant is behind on rent	Possible sources: personal records, landlord
☐	Proof of inability to pay back rent	Bank statements, self-certification as last resort	Possible sources: personal records or from bank or self-certification

NOTES FOR APPLICANT: