

OREGON EMERGENCY RENTAL ASSISTANCE PROGRAM

TENANT CHECKLIST



Are You Eligible For Oregon Emergency Rental Assistance? (Must check all to be eligible)

- Are you seeking assistance to pay rent and/or utilities? Do you have an unpaid rent balance for your primary rental residence that begins on or after March 13, 2020?
- Has anyone in the household experienced reduction/ loss of income since April 1, 2020 related to COVID-19? (and/OR incurred significant expenses OR other financial hardships OR qualified for unemployment benefits)
- Do you have a past-due rent notice, an eviction notice, or can you demonstrate housing instability or risk of homelessness, past due utilities, and/or need assistance paying future rent or utilities?

Note: Your immigration status will not be a barrier to receiving these services.

If you checked ALL of the above, you are eligible to receive assistance. Before completing the online application, you'll need the following items:

1. Verify Identity

(need ONE of the following)

- State issued program ID or license
- Passport/Birth Certificate/Social Security Card/Jail ID
- An employment identification card
- Certificate of marriage or license
- Copy of a certified divorce decree
- Copy of a certified, court-ordered maintenance award (if legal) or a notarized statement declaring separation
- Single or Joint bank accounts, certified purchases or loans that show residential address
- Credit report showing residence and single or joint financial activity
- Military ID/VA Medical card/Certificate of Release or Discharge from Active Duty (DD214)
- ODHS Benefits ledger/Social service ID
- Letter from a non-profit or government agency attesting to applicant's identification

Note: There are alternative options for documentation of application requirements for those that cannot produce some or all of these materials; please proceed with the application portal if you are eligible.

2. Verify Income

(All household members over the age of 18 must provide ONE of the following)

- IRS Tax forms such as a 2020 1099, 1040/1040A or Schedule C of 1040 showing amount earned and employment period or most recent federal income tax statements
- A 2020 W-2 form, if you have had the same employer for at least two years and increases can be accurately projected
- Most recent paycheck stubs (consecutive: six for weekly pay, three for bi-weekly or semi-monthly pay, two for monthly pay)
- A letter of termination from your job
- Employer-generated salary report or letter stating current annual income or Earnings statements
- Current bank statements
- Proof of application for unemployment benefits
- Proof that unemployment benefits have expired
- Self Employed - tax records, statements, or other documentation of loss of employment
- IF YOU HAVE NO INCOME: You can complete a Certification of No Income in the application

3. Verify Residence

(need ONE of the following that shows your address)

- State issued program ID or license
- A signed lease or written rental agreement
- Utility bill showing past or current amount due
- Credit report showing residence and single or joint financial activity
- Official letter from third party (Landlord, Government agency, financial institution, medical institution, or school)

4. Verify Rent and/or Utility Bills Due (Including Internet, garbage, water, electric, gas and bulk fuel)

- A current lease signed by the applicant and landlord or sub-lessor that identifies the unit where the applicant resides and shows the rental payment amount
- If you don't have a signed lease, proof of your rent amount may include one of the following:
 - Bank statement, check stub or other proof that shows a pattern of paying rent
 - Written confirmation by a landlord who can be verified as the actual owner or management agent of where you rent
 - [Landlord Verification of Rent Due](#)
 - If landlord refuses to sign you may also submit a [Self-Verification of Rent Due](#)
 - Other formal attempt to collect rents or notification of rents due/outstanding
- All utility bills you are claiming showing your account information and amount due

Please note: you cannot request reimbursement for expenses you have already paid

Last updated: 5/17/2021

Once you've gathered the required documents above, [click here](#) to apply.

Oregon Emergency Rental Assistance Program (OERAP)

Renters who are struggling to pay overdue rent and utilities due to the pandemic may be eligible to receive assistance to pay their overdue rent and/or utilities. Complete these steps to see if you qualify and apply.



HOW TO APPLY:

Step 1



Go to oregonrentalassistance.org to find out if you qualify.

Step 2



Review the Tenant Checklist at bit.ly/OHCS-tenant-checklist for required documents and fill out the application at oerap.oregon.gov

Step 3



A local level provider will verify documentation.

Step 4



If approved, your rent and utilities will be covered.



Self-Verification of Landlord/Tenant Relationship and Rent Owed

(if no written lease AND landlord cannot or will not sign Verification of Landlord/Tenant Relationship)

Applicant's Name: _____

Rental Property Address: _____

Landlord's Name (name where rent is sent): _____

Landlord's Address: _____

Landlord's Phone: _____ Landlord's Email: _____

Landlord is the management company authorized to manage the property? Yes No Unknown

Applicant Move-in Date: _____ Expiration of Tenancy (if any, not required): _____

Monthly Rent Payment: _____ Rent Past Due: _____

Are any utilities included in the rent payment? Yes No If yes, please list:

I understand that I may need to provide additional information or answer additional questions because I am not able to produce a written lease or a Verification of Landlord/Tenant Relationship and Rent Owed with a signature from my landlord.

I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representation constitutes an act of fraud. False, misleading, or incomplete information may result in denial of the application, repayment of any funds received through the Oregon Emergency Rental Assistance Program (OERAP), or other remedies available under law, including but not limited to liabilities and penalties under the Oregon False Claims Act.

Signature of Applicant

Printed Name of Applicant

Date



Verification of Landlord/Tenant Relationship and Rent Owed (if no written lease)

Applicant's Name: _____

Rental Property Address: _____

Landlord's Name (name where rent is sent): _____

Landlord's Address: _____

Landlord's Phone: _____ Landlord's Email: _____

Landlord is the management company authorized to manage the property? Yes No Unknown

Applicant Move-in Date: _____ Expiration of Tenancy (if any, not required): _____

Monthly Rent Payment: _____ Rent Past Due: _____

Are any utilities included in the rent payment? Yes No If yes, please list:

I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representation constitutes an act of fraud. False, misleading, or incomplete information may result in denial of the application, repayment of any funds received through the Oregon Emergency Rental Assistance Program (OERAP), or other remedies available under law, including but not limited to liabilities and penalties under the Oregon False Claims Act.

Signature of Applicant

Printed Name of Applicant

Date

I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in denial of the application, repayment of any funds received through the OERAP, or other remedies available under law, including but not limited to liabilities and penalties under the Oregon False Claims Act.

Signature of Landlord

Printed Name of Landlord

Date