

Required Documents for RAFT - Tenants

December 2023

Please note: *all Tenants and Landlords must have an email address and photo identification in order to register your account and RAFT application.*

| Overdue rent* | Moving to a new unit | Utilities only |
|---|---|---|
| <p><input type="checkbox"/> Identification (Head of Household only)</p> <p><input type="checkbox"/> Name, DOB, and SSN (as applicable) for <u>all</u> household members.</p> <p><input type="checkbox"/> Proof of income – 2 pay statements, unemployment income, employment termination, etc. ➤ <i>Required for all household members over the age of 18.</i></p> <p><input type="checkbox"/> Proof of crisis – Notice to Quit or Eviction summons.</p> <p><input type="checkbox"/> Proof of current housing – lease, tenancy-at-will agreement, etc.</p> <p><input type="checkbox"/> Rental ledger through the current month.</p> <p><input type="checkbox"/> Landlord's contact information – name, phone number, and email address.</p> <p><input type="checkbox"/> Additional supporting documents may be requested as needed.</p> | <p><input type="checkbox"/> Identification (Head of Household only)</p> <p><input type="checkbox"/> Name, DOB, and SSN (as applicable) for <u>all</u> household members.</p> <p><input type="checkbox"/> Proof of income – 2 pay statements, unemployment income, employment termination, etc. ➤ <i>Required for all household members over the age of 18.</i></p> <p><input type="checkbox"/> Proof of crisis – Notice to Quit/eviction, doubled-up letter, health & safety letter from third party, domestic violence statement, advocate support statement.</p> <p><input type="checkbox"/> Proof of current housing – lease, tenancy-at-will agreement, etc.</p> <p><input type="checkbox"/> Landlord's contact information – name, phone number, and email address.</p> <p><input type="checkbox"/> Additional supporting documents may be requested as needed.</p> | <p><input type="checkbox"/> Identification (Head of Household only)</p> <p><input type="checkbox"/> Name, DOB, and SSN (as applicable) for <u>all</u> household members.</p> <p><input type="checkbox"/> Proof of income – 2 pay statements, unemployment income, employment termination, etc. ➤ <i>Required for all household members over the age of 18.</i></p> <p><input type="checkbox"/> Proof of current housing – lease, tenancy-at-will agreement, etc.</p> <p><input type="checkbox"/> Shut-off/disconnection notice from utility provider.</p> <p><input type="checkbox"/> Additional supporting documents may be requested as needed.</p> |

***Subsidized applicants must additionally provide the following**

- Proof of a financial hardship/increase in expenses for all months rent was not paid; see *Good Cause for Nonpayment – Guide for Subsidized Applicants.*
- Current rent share document.
- Additionally, please be advised that subsidized applicants may only use RAFT for 6 months of overdue rent within a rolling 12-month period.