

## Required Documents for RAFT – Tenants

Updated handout

**Please note: All tenants and landlords must have an email address and photo identification in order to register an account and complete a RAFT application.**

<b>Overdue Rent*</b>	<b>Moving to a New Unit</b>	<b>Utilities Only</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Identification</b> (Head of Household only)</li> <li><input type="checkbox"/> <b>Name, DOB, and SSN</b> (as applicable) for all household members.</li> <li><input type="checkbox"/> <b>Proof of income</b> – 2 pay statements, unemployment income, employment termination, etc.               <ul style="list-style-type: none"> <li>▶ <i>Required for all household members over the age of 18.</i></li> </ul> </li> <li><input type="checkbox"/> <b>Proof of crisis</b> – Notice to Quit or Eviction Summons.</li> <li><input type="checkbox"/> <b>Proof of current housing</b> – lease, tenancy-at-will agreement, etc.</li> <li><input type="checkbox"/> <b>Rental ledger</b> through the current month.</li> <li><input type="checkbox"/> <b>Landlord’s contact information</b> – name, phone number, and email address.</li> <li><input type="checkbox"/> <b>Additional supporting documents</b> may be requested as needed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Identification</b> (Head of Household only)</li> <li><input type="checkbox"/> <b>Name, DOB, and SSN</b> (as applicable) for all household members.</li> <li><input type="checkbox"/> <b>Proof of income</b> – 2 pay statements, unemployment income, employment termination, etc.               <ul style="list-style-type: none"> <li>▶ <i>Required for all household members over the age of 18.</i></li> </ul> </li> <li><input type="checkbox"/> <b>Proof of crisis</b> – Notice to Quit/Eviction, doubled-up letter, health and safety letter from a third party, domestic violence statement, advocate support statement, etc.</li> <li><input type="checkbox"/> <b>Proof of current housing</b> – lease, tenancy-at-will agreement, etc.</li> <li><input type="checkbox"/> <b>Proof of new housing</b> – signed lease, tenancy-at-will agreement, or Intent to Rent, as applicable.</li> <li><input type="checkbox"/> <b>New landlord/property owner’s contact information</b> – name, phone number, and email address.</li> <li><input type="checkbox"/> <b>Additional supporting documents</b> may be requested as needed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Identification</b> (Head of Household only)</li> <li><input type="checkbox"/> <b>Name, DOB, and SSN</b> (as applicable) for all household members.</li> <li><input type="checkbox"/> <b>Proof of income</b> – 2 pay statements, unemployment income, employment termination, etc.               <ul style="list-style-type: none"> <li>▶ <i>Required for all household members over the age of 18.</i></li> </ul> </li> <li><input type="checkbox"/> <b>Proof of current housing</b> – lease, tenancy-at-will agreement, etc.</li> <li><input type="checkbox"/> <b>Shut-off/disconnection notice</b> from utility provider.</li> <li><input type="checkbox"/> <b>Additional supporting documents</b> may be requested as needed.</li> </ul>

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

For Overdue Rent	For Moving to a New Unit
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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

This may also be called a rent calculation, rent determination, or recertification notice. It should show the tenant name, unit address, tenant rent share/tenant portion, contract rent, and effective date.

Please note – subsidized applicants may only use RAFT for 6 months of overdue rent within a rolling 12-month period.

Current or updated rent share document for the new unit, if available.

Recommended timing – apply for RAFT within 1 week of scheduled inspection(s) to allow time for the updated rent share determination before the application times out.