

DOCUMENTS REQUIRED FOR TENANTS AND PROPERTY OWNERS

It is important that you bring all necessary documents to complete your application. Failure to do so will not allow us to process your application.

TENANTS

- **ID for Head of Household**
 - This document will need to include the head of household's full name and date of birth. Examples include a state issued driver's license, birth certificate, or passport. No photo required. Expired IDs will be accepted.
- **Proof of Current Housing**
 - This includes a lease, tenancy agreement or a tenancy at-will form. You can work with your landlord to create a simple tenancy agreement even if you do not have one in place currently.
- **Verification of Housing Crisis** (applicants must demonstrate that they're at risk of homelessness), could include:
 - Notice of overdue rent
 - Court summons
 - Notice to quit
 - Notice of eviction
 - Letter from host (if doubled up)
- **Proof of Income**

ALL members of the household must prove income eligibility in **ONE of the following ways:**

- **Impacted by COVID-19?** You may be eligible for additional assistance. When applying for assistance, please select Yes if your situation was either directly or indirectly caused by COVID-19.
- **Presumed eligibility:** Households receiving benefits from the Department of Transitional Assistance (DTA) or most MassHealth plans are presumed eligible and do not need to submit income documentation.
- **2020 Annual Income:**
 - Households may qualify based on annual income by submitting their filed 2020 tax return (Form 1040 or 1040EZ). Households that qualify based on their filed 2020 tax return do not need to submit proof of current monthly income.
- **Self-Submitted Documents Showing Current Monthly Income:**
 - Monthly income from work may be verified by two paystubs from the past 60 days.

- Monthly income from other sources may be verified by most recent benefit letters (social security, child support, unemployment, etc.)

PROPERTY OWNERS

Applying on Behalf of Tenants

If you are a landlord or property owner applying for assistance on behalf of a tenant, the tenant must complete the Tenant Consent Form, found at <https://www.mass.gov/doc/landlord-application-tenant-consent-form-english/download>

- W9
- Proof of ownership
- Direct Deposit information with a cancelled check
- Lease/rental agreement
- The most recent tenant ledger

Applying for Mortgage Assistance

If you are a property owner in need of mortgage assistance for your own primary residence (owner occupied), please bring the following:

- ID – Examples include a state issued driver's license, birth certificate, or passport.
- Proof of Income
- Mortgage Statement

FOR MORE INFORMATION ON REQUIRED DOCUMENTS, PLEASE VISIT

<https://www.mass.gov/how-to/how-to-apply-for-emergency-housing-payment-assistance>