

Documents Required for Submission of COVID-19 Housing Cost Assistance Program Application

Household Income ¹	
<i>Income Source</i>	<i>Acceptable Documentation</i>
Employment wages	<ul style="list-style-type: none"> • Three current paycheck stubs or • Employer-signed form or letter confirming wages or • Verification of Income or Reduction of Hours/Pay form
Self-employment	<ul style="list-style-type: none"> • Profit and loss statement(s) for the three most recent months
Net rental income, income from interest bearing assets, royalty income, interest from estates and trusts	<ul style="list-style-type: none"> • Most recent statement
Social Security, pensions, retirement, annuities, disability, death benefits	<ul style="list-style-type: none"> • Current benefits letter
Unemployment insurance, worker's compensation, severance compensation	<ul style="list-style-type: none"> • Current benefits letter or • Three recent statements
Any public assistance (General Assistance or TANF) payments from state or local income support office	<ul style="list-style-type: none"> • Current benefits letter
Child support, family support, alimony	<ul style="list-style-type: none"> • Current benefits letter
Armed forces pay	<ul style="list-style-type: none"> • Two current statements

COVID-19 Financial Hardship	
<i>Financial Hardship</i>	<i>Acceptable Documentation from the Pandemic Period of March 1, 2020 to present</i>
Job loss	<ul style="list-style-type: none"> • Notification of job loss/termination from employer or • Verification of Unemployment Insurance benefits or • Verification of Income or Reduction of Hours/Pay form
Job furlough	<ul style="list-style-type: none"> • Notification of job furlough from employer or • Verification of Unemployment Insurance benefits or • Verification of Income or Reduction of Hours/Pay form
Temporary or permanent closure of place of employment	<ul style="list-style-type: none"> • Evidence of temporary or permanent closure of place of employment or

¹ Applicants residing on tribal land are not required to submit household income documentation, unless otherwise required in the *COVID-19 Financial Hardship* section.

	<ul style="list-style-type: none"> • Verification of Unemployment Insurance benefits or • Verification of Income or Reduction of Hours/Pay form
Wage reduction greater than 10% ²	<ul style="list-style-type: none"> • Employer signed form or letter confirming reduction in hours and/or pay or • Three paycheck stubs prior to the date of the reported reduction or • Verification of Income or Reduction of Hours/Pay form
Reduction in self-employment compensation greater than 10% ³	<ul style="list-style-type: none"> • 2019 tax returns and schedule C or • 2019 profit and loss statement confirming reduction in self-employment income
Job loss and/or wage reduction of at least 10% due to requirement to be quarantined based on a diagnosis of COVID-19 ⁴	<ul style="list-style-type: none"> • Notification of job loss/termination/furlough/wage reduction from employer or • Verification of Unemployment Insurance benefits or • Evidence of temporary or permanent closure of place of employment or • Three paycheck stubs prior to the date of the reported reduction or • Verification of Income or Reduction of Hours/Pay form
Other pertinent circumstances leading to financial hardship	<ul style="list-style-type: none"> • Other appropriate documentation deemed acceptable by MFA

Housing Cost Documentation	
<i>Assistance Type</i>	<i>Required Documentation</i>
Rental assistance	<ul style="list-style-type: none"> • Current or expired lease and Evidence of housing cost delinquency and total balance due: • Resident ledger or • Notice of non-payment of rent or • Current notice payment amount and balance due

² Applicants who reside on tribal land and intend to demonstrate wage reduction with pay stubs must submit three current pay stubs **and** three pay stubs prior to the date of the reported wage reduction.

³ Applicants who reside on tribal land and intend to demonstrate a reduction in self-employment income must submit (1) 2019 tax returns or a 2019 profit and loss statement(s) **and** (2) a profit and loss statement(s) for the three most recent months.

⁴ Applicants who reside on tribal land and intend to demonstrate wage reduction with pay stubs must submit three current pay stubs **and** three pay stubs prior to the date of the reported wage reduction.

<p>Mobile or manufactured home lot/land payment assistance</p>	<ul style="list-style-type: none"> • Current mobile/manufactured home lot/land payment agreement and <p>Evidence of housing cost delinquency and total balance due:</p> <ul style="list-style-type: none"> • Resident ledger or • Notice of non-payment of rent or • Current notice of payment amount and balance due
<p>Mobile or manufactured home rental assistance</p>	<ul style="list-style-type: none"> • Current or expired lease and <p>Evidence of housing cost delinquency and total balance due:</p> <ul style="list-style-type: none"> • Resident ledger or • Notice of non-payment of rent or • Current notice of payment amount and balance due
<p>Mobile or manufactured home loan assistance</p>	<p>Evidence of housing cost delinquency and total balance due:</p> <ul style="list-style-type: none"> • Current mobile or manufactured home coupon or statement
<p>Mortgage assistance</p>	<p>Evidence of housing cost delinquency and total balance due:</p> <ul style="list-style-type: none"> • Current unredacted mortgage bill/statement/past-due notice from servicer
<p>Real estate contract assistance</p>	<ul style="list-style-type: none"> • Executed real estate contract and escrow agreement and <p>Evidence of housing cost delinquency and total balance due:</p> <ul style="list-style-type: none"> • Current escrow payment statement or • Balance due notice