

REQUIRED DOCUMENT CHECKLIST FOR CRISIS PROGRAMS

Applicant must upload copies of applicable documents listed below

- **For Applicant:**
FULLY EXECUTED LEASE, MONTH-TO-MONTH OR RENTAL AGREEMENT
- **For each Household member over the age of 18:**
VALID DRIVER'S LICENSE OR VALID PHOTO ID
- **For each Household member over the age of 18:**
IF NOT A U.S. CITIZEN, QUALIFIED RESIDENT ALIEN STATUS,
- **For Applicant:**
LATE/PAST DUE RENT OR EVICTION NOTICE
- **For Applicant:**
ANY RENTAL ASSISTANCE PAYMENTS/AWARDS RECEIVED THROUGH NYS EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) OR ANY OTHER ORGANIZATION OR PROGRAM FOR THE PERIOD OF REQUESTED ASSISTANCE OR AS OTHERWISE MAY BE REQUIRED BY LIHP.
- **For Applicant:**
IF RECEIVING A HOUSING VOUCHER/SUBSIDY, PROVIDE A COPY OF THE HOUSING VOUCHER PARTICIPATION/PORION LETTER (S) COVERING THE ARREARS PERIOD AND THE CURRENT PERIOD.
- **For each Household member over the age of 18:**
SIGNED COPIES OF FEDERAL TAX RETURNS W/ REQUIRED SCHEDULES FOR TWO (2) MOST RECENT TAX YEARS
- **For each Household member over the age of 18:**
IF CURRENTLY EMPLOYED: FOUR (4) CURRENT CONSECUTIVE PAYSTUBS THAT INDICATE YEAR-TO-DATE GROSS INCOME. IF YEAR-TO-DATE IS NOT INCLUDED ON PAYSTUB, A LETTER FROM EMPLOYER ON COMPANY STATIONERY IS REQUIRED. THE EMPLOYER LETTER MUST STATE THE TITLE/POSITION, START DATE, RATE OF PAY, HOURS WORKED PER PAY PERIOD, FREQUENCY OF PAY AND YEAR TO DATE GROSS INCOME.
- **For each Household member over the age of 18:**
IF UNEMPLOYED: A NOTARIZED LETTER STATING STATUS AND CURRENT DOCUMENTS OF SOURCE OF INCOME, SUCH AS UNEMPLOYMENT, CHILD SUPPORT, MAINTENANCE/ALIMONY, PENSION, SSI, SDD, ETC.
- **For each Household member over the age of 18:**
IF SELF EMPLOYED: A LETTER FROM A CPA OR ATTORNEY INDICATING THE AMOUNT YOU EXPECT TO RECEIVED FOR THE NEXT 12 MONTHS OR MUST PROVIDE A NOTARIZED YEAR-TO-DATE PROFIT AND LOSS STATEMENT
- **For each Household member over the age of 18:**
W2 AND 1099 FORMS FOR THE TWO (2) MOST RECENT TAX YEARS
- **For each Household member over the age of 18:**
IF APPLICABLE, CURRENT DSS PRINTOUT, SNAP, TANF, ETC.
- **For each Household member over the age of 18:**
TWO (2) CURRENT CONSECUTIVE BANK STATEMENTS WITH ALL PAGES FOR ALL ACCOUNTS OR 60 DAYS PRINTOUT OF TRANSACTIONS FOR ALL ACCOUNTS. STATEMENTS/PRINTOUTS MUST SHOW THE NAME OF THE BANK, ACCOUNT HOLDER'S NAME, RUNNING BALANCE AND THE LAST FOUR DIGITS OF THE ACCOUNT NUMBER. IF YOU DO NOT OWN ANY BANK ACCOUNT, PROVIDE A NOTARIZED LETTER.
- **For each Household member over the age of 18:**
RECENT RETIREMENT AND/OR INVESTMENT ACCOUNT WITH ALL PAGES. THE STATEMENT/PRINTOUT MUST SHOW THE NAME OF THE INSTITUTION, ACCOUNT HOLDER'S NAME AND THE LAST FOUR DIGITS OF THE ACCOUNT NUMBER
- **For each Household member over the age of 18:**
DOCUMENTS SHOWING BALANCE AND/OR VALUE OF ALL STOCKS, BONDS, TREASURY BILLS, CERTIFICATE OF DEPOSITS (CD), ETC.
- **For each Household member who is a full-time student, over the age of 18:**
LETTER FROM THE REGISTRAR'S OFFICE OR CLASS SCHEDULE WITH 12 OR MORE CREDITS/TRANSCRIPTS
- **For Applicant and/or Co-Applicant:**
IF APPLICABLE, LEGAL SEPARATION AGREEMENT/STIPULATION OF SETTLEMENT OR DIVORCE DECREE