

**Application Checklist**

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Use this checklist to prepare a complete application package for the CARES Act Rent and Utility assistance program.

Gather and submit ALL required documents with your application. You will have 5 business days to provide these documents. Failure to do so will delay processing your application. Funding is limited and not guaranteed. All documentation will be verified to determine eligibility.

AFTER you fill out an online profile <https://www.unitedwaynsv.org/van-get-help> please submit the application and the required documents from the list below to [van@unitedwaynsv.org](mailto:van@unitedwaynsv.org).

Item	Verification Needed	Acceptable Documents
	<b>Proof of residency</b>	<ul style="list-style-type: none"> <li>• Photo ID, or</li> <li>• Driver's license, or</li> <li>• Utility bill (water, gas, electric) with your name and address</li> </ul>
	<b>Proof of Income Loss, Reduced Hours or other financial hardship due to COVID-19</b>	<ul style="list-style-type: none"> <li>• Notice from employer on company letterhead that states you have been "laid off" or furloughed, or had a reduction in work hours due to COVID-19.</li> <li>• If you are unable to obtain this letter: write, sign and date a statement indicating whether you were furloughed or laid off due to COVID-19 and why you are unable to provide this job loss document.</li> <li>• Verification of unemployment filing (letter from VEC)</li> <li>• Note: If you have a hardship that does not fall into this category, you will need to talk to your assigned representative to see if it applies.</li> </ul>
	<b>FOR RENTAL ASSISTANCE - Rent ledger/statement</b>	<ul style="list-style-type: none"> <li>• Statement from landlord or property owner showing amount owed and for what time period.</li> </ul>
	<b>FOR RENTAL ASSISTANCE – W-9 Form</b>	<ul style="list-style-type: none"> <li>• We must receive a signed and dated W-9 completed by your landlord or property manager.</li> </ul>
	<b>FOR UTILITY ASSISTANCE – Statement from utility provider</b>	<ul style="list-style-type: none"> <li>• Copy of most recent statement/bill from utility provider.</li> </ul>
	<b>FOR MORTGAGE ASSISTANCE – Statement form mortgage company</b>	<ul style="list-style-type: none"> <li>• Most recent account statement from mortgage company showing breakdown of charges and time period.</li> </ul>
	<b>Income</b>	<ul style="list-style-type: none"> <li>• Include proof of ALL current income, including most recent paycheck stubs, unemployment benefits, alimony, child support, social security and/or disability payments.</li> </ul>
	<b>Application Form</b>	<ul style="list-style-type: none"> <li>• Submit a completed application form with a handwritten signature.</li> </ul>