



Board President
Michael Oatney

Executive Director
Clinton Davis

ARPA RENTAL ASSISTANCE REQUIRED DOCUMENTATION

Please make sure you have submitted each of the following that applies to your household:

- Completed Application.
- Copies of Social Security Cards, Birth Certificates, or any other form of citizen verification for all household member – including minors.
- Copies of photo ID's for any adult in the household.
- Proof of income (included and excluded) for all adults in the home. This includes, but is not limited to the following:
 - Paystubs.
 - Social Security Award letters – must show if Medicare is deducted.
 - VA benefits.
 - Pension documentation.
 - Alimony.
 - Child Support.
 - TANF.
- SNAP benefits.
- If no income, will need to complete the included Zero income form in its entirety.
 - Must include the amount of each expense and how each expense is being maintained.
 - If someone is assisting you, we will need a letter of support from each person assisting with the date, their name, address, phone number, and amount assisted with in the last 30 days. This also must be signed by the person(s) helping.
- If self-employed, will need to complete the included self-employment form. Must go back 12 months. If you worked some months, but not others, please mark \$0 for the unworked month(s).
 - Must include business expense amounts for each month. If non, please mark \$0.
 - Also, must include previous years Filed Tax return.
- If anyone is seasonal, please fill out the seasonal form.
- If anyone does not receive paystubs, but is employed, please have their employer fill out the Employment Verification form.
- Please include a short covid statement on page 4 on how your household has been affected by the virus in the last few years.
- If you have an eviction notice or past due notice, please provide a copy.
- If moving to a new location, please submit a short statement for the move. For example:
 - Currently homeless, living with family/friends, not enough space for household members, breaking of previous lease, unfit living situation that is not being fixed, etc.
- Signed lease agreement.
- If you are needing utility assistance, please provide a copy of current bill(s).

If we do not have the required documentation, we cannot assign your case.



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