



Renter Checklist

Documents & Key Information

- Must be a City of Fort Worth resident
- Identify head of household
- List birthdates and Social Security numbers for all household members
- Asset Documentation (only required if you have checking, savings, retirement, other financial accounts or real property worth more than \$100,000)
- Proof of income (must have at least one of the following)
 - Most recent completed tax return for head of household or
 - Last 60 days of paystubs for all adults over 18 in the household and documentation of other non-employment-related income for all adults over 18 in the household or
 - Supplemental Security Income award letter for head or co-head of household or
 - SNAP(food stamps) award letter or
 - Children's Health Insurance Program (CHIP) award letter or
 - Low-Income, Heating and Energy Assistance Program (LIHEAP) eligibility documentation (also known as Comprehensive Energy Assistance Program (CEAP) or
 - Medicaid eligibility letter or
 - Other letter verifying you receive state or federal government benefits with the same income eligibility standards as the FWERAP for your household size. Letter should show amount of your income that was verified by the government agency.
- Landlord or property manager phone number and email address
- Copy of lease showing monthly rent amount, all persons authorized to be in unit and any provisions regarding late fees
- Document or written statement supporting the nature of your household's financial hardship due to COVID-19 (unemployment letter, layoff or work hours reduction notice, evidence of increased expenses, evidence of need to care for family member, etc.)
- Documentation of prior rental assistance (If you received rental assistance at this housing unit since April 2020)
- Valid photo ID for all adult household members over 18 years of age (upload required)
- Monthly rent amounts due, including late fees
- Most recent utility bill(s) (water, electricity, gas and internet service)
- Late notice(s) for rent and/or utilities
- Copy of eviction notice (if applicable)
- Court docket number (If you've been summoned to court for an eviction hearing)

More information

Website: [fortworthtexas.gov/neighborhoods/emergency-rental-assistance](https://www.fortworthtexas.gov/neighborhoods/emergency-rental-assistance)

Questions: FWERAP@fortworthtexas.gov