

DOCUMENTATION REQUIREMENTS

ATTENTION: If you are in need of EMERGENCY rental assistance, STOP. This program is not emergency tenant relief.

REQUESTING RENTAL ARREARS/FORWARD RENT/LATE FEES

NOTE: All documentation listed is REQUIRED to be considered for relief. See the last section of this PDF for instructions on uploading your documents.

1. ERA II Rent Relief Application
2. Photo ID (Primary Applicant)
3. Lease (Must be uploaded to include all dates within rental arrears and forward rent requests)
 - Expired lease – for all rental arrears before current lease
 - Current lease – for all rental arrears and forward rent
 - Written attestation from landlord that states the dates, monthly rate, and late fees
 - Late Fees - must be stated on the lease for payment
 - Utility costs included in lease are considered rentOR
 - Written attestation from tenant that declares monthly rate, dates, and amounts
4. Proof of Income (All household members 18+)
 - 4 paystubs
 - Unemployment statement
 - Tax Documents (W2, tax return, 1099)
 - Bank StatementOR
 - Written attestation that member is not working
5. Hardship
 - Pandemic unemployment
 - Positive Covid test results
 - Loss in wages
 - Written attestation stating hardship during/due to pandemic
6. Past Due Rent Notice (if requesting rental arrears)

REQUESTING UTILITY BILLS (Requires rental arrears documents 1-4)

1. Utility late notice (electricity, gas, water, sewer, and trash removal, internet)
2. Utility late fees
3. Reconnection fees

REQUESTING OTHER RENTAL EXPENSES (ONLY if evicted – requires rental arrears documents 1-4)

1. Eviction Notice
2. Hotel Receipt/daily rate itemized
3. Future Lease Signed (itemized with deposit)

INSTRUCTIONS FOR ONLINE APPLICATION

1. Open the link, <https://app.hellosign.com/s/6ChnMtKG>, and enter a valid email address to be able to access the application.
2. Once a valid email is entered, go to your email Inbox, you will have received an email from Dropbox Sign with a link to Review your application.
3. Click Review and proceed to complete the document.
4. If you are unable to finish the document in one pass, do not click the Cancel button. Simply X out of your browser window. To reopen the document for later completion, simply return to your email inbox, find the email from Dropbox Sign, and click Review once more.
5. Only when you have completed the application in full should you click Submit.

Note: Once your application is submitted, it will go under review. If you are eligible, you will be contacted to complete any remaining steps.

INSTRUCTIONS FOR UPLOADING TENANT AND LANDLORD FORMS

1. Once you have submitted your application, you will need to provide all the required documents as well as additional documentation from your landlord further along in the process. We have any easy way to do this. To get started on your upload, visit <http://wetransfer.com>.
2. On the left of the screen is an Upload Files box. Click the blue + icon to get started selecting all your files to upload. Choose all your files at once for a faster upload process.
3. Once all files are uploaded, you need to complete the form by entering the Email for who you are sending the files to. Please send all files to cnerentalrelief@gmail.com.

4. Next, enter your own personal email.
5. After your email, in the Title space, please type your full name.
6. In the Message space, please identify what you've included in your upload and note any missing documents if you know what they are.
7. Once all fields are complete, click Transfer.
8. CNE will receive a link with all your documents included for review. We will reach out if we see any errors or need more information.