



## Loudoun County COVID-19 Limited Rent Assistance Program Application Checklist

Use this checklist to prepare a complete application package for the Limited Rent Assistance Program.

Gather and submit ALL required documents with your application. Failure to do so will delay processing of your application. You will have ten (10) business days from the receipt of a notice from us requesting that you provide any missing documents. All items must be submitted by 5:00 p.m. on the 10<sup>th</sup> business day from the date of the notice. Funding is limited and not guaranteed. All documentation will be verified to determine eligibility.

If you have previously applied and received assistance, you only need to provide:

- Updated rent ledger or statement from landlord/property manager which shows current balance due for the month requesting assistance,
- Most recent (last 30 days) pay stubs and/or bank statements, AND
- Most recent (last 30 days) benefit letters (if applicable).

Item	Verification needed	Acceptable documents
<input type="checkbox"/>	<b>Proof of Loudoun County residency</b>	<ul style="list-style-type: none"> <li>• Photo ID</li> <li>• Driver’s license</li> <li>• A bill with the applicant’s name and current address issued within the last two months; utility (water, gas, electric), medical, dental or insurance (renter, automobile, life) bills are acceptable.</li> <li>• Official correspondence from a federal, state, or local government agency displaying the applicant’s name and current address (DMV issued documents without postmarked envelopes are not acceptable).</li> <li>• U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label displaying the applicant’s name and current address.</li> <li>• Postmarked mail displaying the applicant’s name and current address.</li> <li>• Cancelled check not more than two months old displaying the applicant’s name and current address (voided checks are not acceptable).</li> </ul>
<input type="checkbox"/>	<b>Lease or rental agreement</b>	<ul style="list-style-type: none"> <li>• Your lease needs to be signed and dated by you and your property manager/ landlord. Please include ALL pages of your lease.</li> <li>• Your lease needs to include the timeframe for the month of your rental request.</li> <li>• If you have a renewal addendum to your lease, please include it.</li> <li>• If you are on a month-to-month lease, you will need to submit the signed addendum.</li> </ul>

		<ul style="list-style-type: none"> <li>If you do not have a formal lease, provide a written statement from you of the rental agreement, AND a letter from your landlord of your rental agreement.</li> </ul>
<input type="checkbox"/>	<b>Rent Ledger/ Statement</b>	<ul style="list-style-type: none"> <li>Statement from landlord or property owner showing account history since March 2020, <b>AND</b> the current balance owed.</li> </ul>
<input type="checkbox"/>	<b>Proof of income loss or reduced hours due to COVID-19</b>	<ul style="list-style-type: none"> <li>Notice from your 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>If you were fired or were unemployed prior to COVID-19, you do not meet the criteria for this program.</li> </ul>
<input type="checkbox"/>	<b>Income</b>	<p>Documentation of your income prior to and after your loss or reduction. Please provide the required documentation based on your situation.</p> <ul style="list-style-type: none"> <li>Pay stubs for one pay period prior to being furloughed or laid off AND one pay stub after being furloughed or laid off.</li> <li>If you are not paid by check or electronic deposit into a banking account, please provide a written statement indicating how much you earned one month prior to being furloughed, laid off or working a reduced number of hours, and how much you earned since being furloughed, laid off or working a reduced number of hours. This written statement needs to be signed and dated by you.</li> <li>If you are self-employed, please provide your most recently submitted federal tax return (all pages) and self-employment records for one month prior to being impacted by COVID-19 and one month after being impacted by COVID-19.</li> </ul>
<input type="checkbox"/>	<b>Unemployment, Social Security or Public Assistance</b>	<ul style="list-style-type: none"> <li>Copy of benefit letter(s).</li> </ul>
<input type="checkbox"/>	<b>Banking Accounts: Checking, Savings</b>	<ul style="list-style-type: none"> <li>Copy of bank statements (all pages) showing current balance of all checking and savings accounts.</li> <li>If you do not have a bank account, please provide a written statement indicating that you do not have a bank account and indicate the method you use to pay your bills. This written statement needs to be signed and dated by you.</li> </ul>
<input type="checkbox"/>	<b>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> <li>Please check the list of property management companies with W-9 forms already on file with Loudoun County on the <a href="http://loudoun.gov/LRA">loudoun.gov/LRA</a> webpage to see if your property management company/ landlord is listed. If not, the form can be downloaded from the same webpage and then submitted via email to <a href="mailto:DFSLRA@loudoun.gov">DFSLRA@loudoun.gov</a>.</li> </ul>
<input type="checkbox"/>	<b>Application Form</b>	<ul style="list-style-type: none"> <li>Online at <a href="http://loudoun.gov/LRA">loudoun.gov/LRA</a></li> </ul>