# Documents Required for Submission of COVID-19 Housing Cost Assistance Program Application

## Household Income

<table>
<thead>
<tr>
<th>Income Source</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
</table>
| Employment wages | • Three current paycheck stubs **or**  
| | • Employer-signed form or letter confirming wages **or**  
| | • Verification of Income or Reduction of Hours/Pay form |
| Self-employment | • Profit and loss statement(s) for the three most recent months |
| Net rental income, income from interest bearing assets, royalty income, interest from estates and trusts | • Most recent statement |
| Social Security, pensions, retirement, annuities, disability, death benefits | • Current benefits letter |
| Unemployment insurance, worker’s compensation, severance compensation | • Current benefits letter **or**  
| | • Three recent statements |
| Any public assistance (General Assistance or TANF) payments from state or local income support office | • Current benefits letter |
| Child support, family support, alimony | • Current benefits letter |
| Armed forces pay | • Two current statements |

## COVID-19 Financial Hardship

<table>
<thead>
<tr>
<th>Financial Hardship</th>
<th>Acceptable Documentation from the Pandemic Period of March 1, 2020 to present</th>
</tr>
</thead>
</table>
| Job loss | • Notification of job loss/termination from employer **or**  
| | • Verification of Unemployment Insurance benefits **or**  
| | • Verification of Income or Reduction of Hours/Pay form |
| Job furlough | • Notification of job furlough from employer **or**  
| | • Verification of Unemployment Insurance benefits **or**  
| | • Verification of Income or Reduction of Hours/Pay form |
| Temporary or permanent closure of place of employment | • Evidence of temporary or permanent closure of place of employment **or**  

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1 Applicants residing on tribal land are not required to submit household income documentation, unless otherwise required in the COVID-19 Financial Hardship section.
| Wage reduction greater than 10\%\(^2\) | - Employer signed form or letter confirming reduction in hours and/or pay or
- Three paycheck stubs prior to the date of the reported reduction or
- Verification of Income or Reduction of Hours/Pay form |
| Reduction in self-employment compensation greater than 10\%\(^3\) | - 2019 tax returns and schedule C or
- 2019 profit and loss statement confirming reduction in self-employment income |
| Job loss and/or wage reduction of at least 10\% due to requirement to be quarantined based on a diagnosis of COVID-19\(^4\) | - Notification of job loss/termination/furlough/wage reduction from employer or
- Verification of Unemployment Insurance benefits or
- Evidence of temporary or permanent closure of place of employment or
- Three paycheck stubs prior to the date of the reported reduction or
- Verification of Income or Reduction of Hours/Pay form |
| Other pertinent circumstances leading to financial hardship | - Other appropriate documentation deemed acceptable by MFA |

<table>
<thead>
<tr>
<th>Housing Cost Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assistance Type</strong></td>
</tr>
</tbody>
</table>
| Rental assistance | - Current or expired lease and Evidence of housing cost delinquency and total balance due:
  - Resident ledger or
  - Notice of non-payment of rent or
  - Current notice payment amount and balance due |

\(^2\) Applicants who reside on tribal land and intend to demonstrate wage reduction with pay stubs must submit three current pay stubs and three pay stubs prior to the date of the reported wage reduction.

\(^3\) Applicants who reside on tribal land and intend to demonstrate a reduction in self-employment income must submit (1) 2019 tax returns or a 2019 profit and loss statement(s) and (2) a profit and loss statement(s) for the three most recent months.

\(^4\) Applicants who reside on tribal land and intend to demonstrate wage reduction with pay stubs must submit three current pay stubs and three pay stubs prior to the date of the reported wage reduction.
| Mobile or manufactured home lot/land payment assistance | • Current mobile/manufactured home lot/land payment agreement and Evidence of housing cost delinquency and total balance due:  
  • Resident ledger or  
  • Notice of non-payment of rent or  
  • Current notice of payment amount and balance due |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Mobile or manufactured home rental assistance          | • Current or expired lease and Evidence of housing cost delinquency and total balance due:  
  • Resident ledger or  
  • Notice of non-payment of rent or  
  • Current notice of payment amount and balance due |
| Mobile or manufactured home loan assistance            | Evidence of housing cost delinquency and total balance due:  
  • Current mobile or manufactured home coupon or statement |
| Mortgage assistance                                    | Evidence of housing cost delinquency and total balance due:  
  • Current unredacted mortgage bill/statement/past-due notice from servicer |
| Real estate contract assistance                        | • Executed real estate contract and escrow agreement and Evidence of housing cost delinquency and total balance due:  
  • Current escrow payment statement or  
  • Balance due notice |