

## **RREAP LEGAL AID SOCIETY DOCUMENTATION CHECKLIST**

### **Tenant Required Documents**

- Copy of Driver's License or FL ID
- Copy of the Lease Agreement
- Copy of Notice/Demand for rent
- Copy of Complaint
- Any proof of payments
- Any communication you have between you and your landlord (this includes, payment plans, emails, text messages etc.)
- COVID-19 Hardship Documentation:
  - Proof of job loss or financial hardship due to the coronavirus pandemic (this includes letter or email from employer stating your job loss or reduced work schedule and hours (Note: letter or email must have your name))
  - Unemployment award letter/statement from Department of Economic Opportunity (DEO) with unemployment amount and date range during COVID-19 (i.e. March-August 2020)
  - At least two paystubs, one paystub before COVID-19 and one current (most recent) paystub during COVID-19 showing reduced hours (Note: Paystubs must show your name)
  - At least two bank statements with transaction history that shows your income (deposits) before COVID-19 and one current bank statements that shows your reduced income (deposits) during COVID-19 – Bank statement must include your name
  - Any other verifiable document(s) that demonstrates a loss of income due to COVID-19, document must include your name, Department of Economic Opportunity (DEO) benefit letter.
  - A profit and loss statement, anything indicating that you have been furloughed, laid off, hours reduced, terminated, or that your business has closed.

Income Eligibility Chart:

Household / Family Size	Income
1	\$86,100
2	\$98,420
3	\$110,740
4	\$122,920
5	\$132,860
6	\$142,660
7	\$152,460
8	\$162,260
9	\$172,088
10	\$181,922

**Landlord Required Documents**

- A statement of outstanding rent owed by the tenant
- A completed Form W-9
- The name of whom the check is to be made payable to
- The complete address of where the check should be mailed
- Proof of property ownership
- Proof of US citizenship or legal residency (Driver's License, ID, or proof of a US Business)