



Texas Emergency Rental Assistance Program (TERAP)

Required Documentation Checklist

| DOCUMENT | | COMPLETED BY |
|----------|---|--------------|
| | Personal ID or other method of ID (utility bill, voter registration, school registration) | Tenant |
| | Copy of signed lease or certification proving tenancy | Tenant |
| | Income: evidence of eligibility under other qualified program (SNAP, SSI for head or co-head of household, Gold Card, Unemployment or paystubs) | Tenant |
| | Application completed & submitted | Tenant |
| | Complete IRS W-9 Form | Landlord |
| | Copy of the lease with the tenant and ability to provide proof of tenancy (cancelled check or money order) | Landlord |
| | Documentation of Missed Payments (ledger, etc) | Landlord |
| | Landlord Form Completed | Landlord |