



## Application Checklist for Renters

Planning to apply for the Cook County Emergency Rental Assistance Program? Start gathering your supporting documents now so you're ready to go. Applications open March 11, 2021, and will be accepted until April 2, 2021. Apply at [cookcountyiil.gov/recovery](https://cookcountyiil.gov/recovery).

It's important to submit ALL required documents so we can process your application without delay. All documentation will be verified to determine eligibility. Funding is limited and not guaranteed.

### FOR RENTERS:

You will need to submit the following information **during the initial application**:

Check Box	Verification Required	Acceptable Documents
<input type="checkbox"/>	Photo Identification	Government Issued ID <ul style="list-style-type: none"> <li>• State ID <i>OR</i> • Driver's license <i>OR</i> • Passport</li> </ul>
<input type="checkbox"/>	Social Security Card (if applicable)	
<input type="checkbox"/>	Household income for 2020	<ul style="list-style-type: none"> <li>• W-2 or tax filings <i>OR</i></li> <li>• Unemployment benefits <i>OR</i></li> <li>• Paystubs or bank statements</li> </ul>
<input type="checkbox"/>	Proof of COVID-related financial emergency	<ul style="list-style-type: none"> <li>• Unemployment claim dated after March 13, 2021 <i>OR</i></li> <li>• Notice from your employer on company letterhead that states you have been laid off or furloughed, or had a reduction in work hours <i>OR</i></li> <li>• Copies of medical bills, childcare expenses, or other significant costs the household incurred since March 13, 2020</li> <li>• <b>If you are self-employed:</b> Paystubs or bank statements showing decreased income after March 1, 2020</li> <li>• Copies of medical bills, childcare expenses, or other significant household costs</li> </ul>
<input type="checkbox"/>	Latest utility bill (if applying for utility assistance)	<ul style="list-style-type: none"> <li>• Gas or electric bill (Optional)</li> </ul>

For questions, language translation services, or help completing your application, please call our Emergency Rental Assistance Program helpline at **877-426-6515**

#### Helpline hours

Monday: 8:30 a.m. - 4:30 p.m.

Tuesday-Thursday: 8:30 a.m. - 7:00 p.m.

Friday: 8:30 a.m. - 4:30 p.m.



## Application Checklist for Landlords

If your tenant is applying for Cook County's Emergency Rental Assistance program, here are the documents you will need to submit along with their application.

Applications will be accepted from March 11, 2021, until April 2, 2021. To submit your documents, go to [cookcountyil.gov/recovery](https://cookcountyil.gov/recovery).

### FOR LANDLORDS:

You will need to submit the following **after your tenant's application is submitted**:

Check Box	Verification Required	Acceptable Documents
<input type="checkbox"/>	Photo Identification	Government Issued ID • State ID <i>OR</i> • Driver's license <i>OR</i> • Passport
<input type="checkbox"/>	Landlord Certification Form	
<input type="checkbox"/>	W-9	
<input type="checkbox"/>	Social Security card or IRS EIN Letter	
<input type="checkbox"/>	Proof of ownership	• Property deed
<input type="checkbox"/>	Tenant Ledger	• Showing tenant's payment history in 2020 and 2021 <i>AND</i> • Current balance owed
<input type="checkbox"/>	Copy of Lease	• Please include ALL pages of your lease • Signed and dated by tenant and landlord/property manager • If initial lease is now month-to-month, notate that on the lease
<input type="checkbox"/>	Direct deposit form	
<input type="checkbox"/>	Management agreement for agents working on behalf of landlord	

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Tuesday-Thursday: 8:30 a.m. - 7:00 p.m.

Friday: 8:30 a.m. - 4:30 p.m.