



RENT ASSISTANCE DOCUMENTATION CHECKLIST

In order for Penfield Hope to consider and process a request for rent assistance, the following documentation will be needed. Please bring as much of the applicable documentation as you can to your appointment to discuss possible assistance with past-due rent.

For each adult and child in your household:

- Date of birth
- Social security number
- Health insurance card
- DHS case number
- CIN Case number (Medicaid Member Client ID)
- Income verification (paystubs, unemployment, pension, social security retirement, SSI, SSDI, child support/alimony statements)
- Non-cash income verification (SNAP, WIC, Section 8 or other rent subsidy)
- Bank statement or other proof of lack of resources

About your housing:

- Rent statement and/or eviction notice
- Lease with your name on it and the address
- Landlord W-9, phone number and email
- Former landlord phone and email

Updates to major household expenses besides rent:

- Utility monthly average, any past due balance
- Car payment
- Car insurance
- Phone
- Cable/Internet
- Loans
- Credit cards
- Other debt