

COVID Emergency Rental Assistance (CERA) Required Tenant Documents

Type of Documents	Accepted Documents
Proof of Identification (only required for the Head of Household)	<ul style="list-style-type: none"> • Driver's license • Passport • State ID • Permanent Resident Card • Other government issued ID card
Proof of Residence	<ul style="list-style-type: none"> • Utility Bill • Lease • Official mail (i.e. government benefit statement)
Age 18+(All residents in household) Proof of Income **FAP Notice of Case Action is only acceptable if there are 3 or less persons in the household	<ul style="list-style-type: none"> • 2020 IRS 1040 form (first two pages only), OR • Food Assistance Program benefit statement (Notice of Case Action)** , OR • All applicable income documents: <ul style="list-style-type: none"> • One month of pay stubs for all employment • Government benefits statement (SSI, etc) • Unemployment • Child Support • Alimony • Self-Employment

Proof of COVID Hardship (only if a household member was eligible for unemployment—other COVID hardships will be documented within application)	<ul style="list-style-type: none"> • Unemployment Monetary Determination Letter • Screenshots from unemployment website showing amount paid and individual's name • Letter or screen shot can be for unemployment any time after March 13, 2020
Proof of Housing Instability	<ul style="list-style-type: none"> • Past-due rent notice • Notice to Quit • Summons for eviction case (or other court notices) • Past-due utility bill
Tenant Paid Utilities (required if requesting utility assistance)	<ul style="list-style-type: none"> • Most recent utility bill for Electric, Home Heating (gas, propane, etc), Water, or Sewer
Internet Statement (required if requesting internet assistance)	<ul style="list-style-type: none"> • Most recent internet bill/statement

COVID Emergency Rental Assistance (CERA) Required Landlord Documents

- W-9
- Ledger showing all rent due and payments in 2020 and 2021
- Lease for unit (if a written lease was executed at any point in the past)

Eligibility / Who is eligible?

You may be eligible for the COVID Emergency Rental Assistance (CERA) program if you meet all the following conditions:

- 1.** Have received a past-due rent notice, notice to quit or a court ordered summons, complaint or judgment for unpaid rent after March 13, 2020
- 2.** Have a gross household income below 80% area median income (AMI), for the area
- 3.** Have experienced an eligible COVID hardship since March 13, 2020.
- 4.** A state ID in the tenant's name (with supporting proof of residency if the address does not match the unit)
- 5.** A lease agreement in the tenant's name (if a written lease was completed).

For more information on eligibility, please see the COVID Emergency Rental Assistance (CERA) program FAQ online at:

<https://michigan.gov/cera>