

## COVID Emergency Rental Assistance (CERA) Required Tenant Documents

Type of Documents	Accepted Documents
<b>Proof of Identification</b> (only required for the Head of Household)	<ul style="list-style-type: none"> <li>• Driver’s license</li> <li>• Passport</li> <li>• State ID</li> <li>• Permanent Resident Card</li> <li>• Other government issued ID card</li> </ul>
<b>Proof of Residence</b>	<ul style="list-style-type: none"> <li>• Utility Bill</li> <li>• Lease</li> <li>• Official mail (i.e. government benefit statement)</li> </ul>
<b>Age 18+ (All residents in household)</b> Proof of Income  **FAP Notice of Case Action is only acceptable for proof of income if there are 3 or less persons in the household	<ul style="list-style-type: none"> <li>• 2020 IRS 1040 form (first two pages only), OR</li> <li>• Food Assistance Program benefit statement (Notice of Case Action)**, OR</li> <li>• All applicable income documents:               <ul style="list-style-type: none"> <li>• One month of pay stubs for all employment</li> <li>• Government benefits statement (SSI, etc)</li> <li>• Unemployment</li> <li>• Child Support</li> <li>• Alimony</li> <li>• Self-Employment</li> </ul> </li> </ul>
<b>Proof of COVID Hardship</b> (only if a household member was eligible for unemployment—other COVID hardships will be documented within application)	<ul style="list-style-type: none"> <li>• Unemployment Monetary Determination Letter</li> <li>• Screenshots from unemployment website showing amount paid and individual’s name</li> <li>• Letter or screen shot can be for unemployment any time after March 13, 2020</li> </ul>
<b>Proof of Housing Instability</b>	<ul style="list-style-type: none"> <li>• Past-due rent notice</li> <li>• Notice to Quit</li> <li>• Summons for eviction case (or other court notices)</li> <li>• Past-due utility bill</li> </ul>
<b>Tenant Paid Utilities</b> (required if requesting utility assistance)	<ul style="list-style-type: none"> <li>• Most recent utility bill for Electric, Home Heating (gas, propane, etc.), Water, or Sewer</li> </ul>
<b>Internet Statement</b> (required if requesting internet assistance)	<ul style="list-style-type: none"> <li>• Most recent internet bill/statement</li> </ul>

## 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>