



NECESSARY DOCUMENTS

Where multiple options exist, choose one

TENANTS

ID: Photo ID, CTDL, State ID, Military ID, Tribal ID, Passport, Permanent Resident Card, Other Photo ID – expired official ID will be taken in some cases.

Landlord Info: Full Name, Address, Phone Number, Email

Income Verification: 2020 Tax Return, 4 Most Recent Consecutive Pay Stubs, Unemployment Statements or Pay Schedule, Business Profit and Loss, Taxable SSI, Disability Benefits Statement

IF NO INCOME: Self-Certification Form of No Income, found on the UniteCT site

COVID-19 Hardship: Employer Verification of Termination or reduction in hours, Unemployment Income Letter or Payment Schedule, Written Attestation Signed by Applicant (found on UniteCT site)

Lease: Best to Have Most Recent Fully-signed Lease – shows address, applicant name, occupants, and is signed by both the tenant and landlord

Past Due Rent Statement: Rent Statement for all months of back rent

Proof of CT Residency: Lease, Utility Bill, or Bank Statement from past 2 months)

Utility Arrears: 6 months of Electricity Bills showing what you normally pay and past due amount

LANDLORDS

ID: If the Landlord is a Company – Business License or Articles of Incorporation

Business Verification: W9 or Federal Tax Return (1040, 1065, etc.)

Property Ownership: Mortgage Documents or Statement, Property Tax Statement, Insurance Documentation, Property Deed

Tenant Information for EACH Tenant: Name, Address, Phone Number, Email

Lease Agreement for EACH Tenant: Recent, Fully-executed

Past Due Rent Statement: For EACH Tenant, clearly shows each and every month missed between March 13th, 2020 and now and what is owed, excluding late fees, penalties or interest