



# Guam Emergency Rental Assistance Program

## Tenant Supporting Documents Checklist



*Please provide only copies of items. Originals will not be returned.*

Submit all documents applicable to your household.

### **FOR RENT ONLY AND RENT/UTILITIES ASSISTANCE:**

Requirements below apply to ALL adult household members:

1. Copy of valid Photo Identification (Guam ID or driver's license, passport or any state issued ID).
2. Income documents (2021 filed 1040 or 1040-SR) for all adult household members not claimed by others or self-attestation to income or employment status. If all adult household members filed 2021 tax returns, skip #3, #4 and #5.
3. Verification of Employment.
4. Copies of latest 2 paystubs for all working adults in household.
5. If self-employed, copies of last 3 months filed GRT.
6. Verification of Unemployment Benefits or sign Dept of Labor Authorization Release Form.
7. Copy of employer letter of furlough/reduced work hours due to COVID-19 or self-attestation on incurred significant costs or experienced financial hardship during the COVID-19 Pandemic.
8. Copy of Lease Agreement.
9. Copies of current and previous month's utility bills (power, water, trash removal as applicable).
10. Release Forms for all requested utility agencies.

### **FOR UTILITIES ONLY ASSISTANCE:**

Cycle 5 allows for the assistance of utilities for power, water and trash removal.

1. Items 1 – 10 from above checklist.
2. Copies of 2 most recent rental receipts.
3. Tenant Attestation to non-cooperation of Landlord (if applicable).

### **FOR CONTINUANCE ASSISTANCE:**

All documents listed below are required to complete a Continuance Request:

1. Continuance of Assistance Request Form (must be filed within 90 days of initial assistance).
2. Copies of last 2 paystubs (or last 3 months filed GRT), copies of current and previous month's utility bills, and rent ledger as applicable.
3. Release forms for utilities if not included already in initial assistance.

### **LANDLORD DOCUMENTS:**

All documents listed below are required to complete ERA application: (Not needed for Utilities Only Assistance)

1. Landlord Verification Form.
2. Landlord's current rental business license.
3. Landlord's W-9 form.
4. DOA Vendor Electronic Funds Transfer Form.
  - a. To establish Landlord as a vendor with the Government of Guam
  - b. To establish EFT as means of payment
5. HUD Fair Market Rental Sheet.

### **FOR DISPLACEMENT ASSISTANCE:**

Cycle 5 allows for the assistance of tenants who were renters evicted during the Covid-19 Pandemic or facing eviction. (30 days maximum)

1. Written Lease Agreement (Required)
1. Copy of eviction notice.
2. ERA Displacement/Relocation Attestation.
3. Items 1-8 from Rent Assistance checklist.

### **FOR RELOCATION ASSISTANCE:**

Cycle 5 will continue to assist with relocation assistance.

1. Items 1-8 from Rent Assistance checklist.
2. Items 1-5 from Landlord Documents checklist.
3. ERA Displacement/Relocation Attestation.

**Tenant eligibility determination for the ERA program WILL NOT be final until all applicable documents are complete and received.**

**SUPPORTING DOCUMENTS SUBMISSION:** Must be submitted, in person, to our office in the ITC Building Tamuning, 2<sup>nd</sup> Floor, Suite 219, between 8:00am – 4:00pm, Monday through Friday.