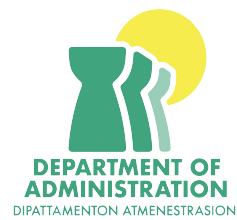




Guam Emergency Rental Assistance Program

Tenant Supporting Documents Checklist

Please provide only copies of documents. Documents will NOT be returned.



Submit all documents applicable to your household

RENTAL ASSISTANCE:

All requirements apply to **ALL adult** household members:

1. COVID-19 Impact Attestation (*describe financial hardship during pandemic*)
2. Copy of valid Photo Identification (Guam ID or driver's license, passport or any state issued identification)
3. Copy of income documents (filed 2022 tax documents) for all adult household members not claimed by others. If all adult household members filed 2022 taxes, skip #4, #5 and #6.
4. Verification of Employment (VOE)
5. (2) current/latest pay stubs
6. If self-employed, submit the last 3 months of filed Gross Receipts Tax (GRT)
7. Verification of Unemployment Benefits or sign Department of Labor Authorization Release Form (*Only if received PUA within 90 days of applying*)
8. Employer letter of furlough/reduced work hours due to COVID-19. If none, use only #1.
9. Copy of lease agreement
10. Current and previous month's utility bills (power, water, trash removal or detailed account history)
11. Utility Release Forms (all that apply)
12. GHURA - (1) Letter of Adjustment (LOA) & (2) Tenant Summary

LANDLORD DOCUMENTS:

All documents listed below are required to complete ERA application:

1. Landlord Verification Form
2. Landlord current business license for rental unit
3. Landlord W-9 form
4. DOA Vendor Electronic Transfer Form
 - a. establish as vendor with Government of Guam
 - b. Form of payment via EFT in lieu of a paper check (*preferred means*)
5. Current rental ledger

CONTINUANCE ASSISTANCE:

All documents listed are required:

1. Continuance of Assistance Request Form (*must be filed within 90 days of initial assistance or previous Continuance request*)
2. 2 Current/last pay stubs, last 3 months filed GRT, current and previous month's utility bills, updated rental ledger (*detailed history preferred*)
3. Release forms for utilities (if not included in initial assistance)
4. Require Landlord documents (if adding rent)

UTILITY ASSISTANCE: (ONLY)

ERA allows for the assistance of utilities - power, water and/or trash removal. (*Landlord documents are not required to apply for this assistance*).

1. Items 1 – 11 of Rent Assistance
2. Attestation for landlord's non-participation (if applicable)
3. 2 current rental receipts
4. Items 1-8

DISPLACEMENT ASSISTANCE:

ERA has assistance for qualified tenants facing eviction. Displacement assistance is limited to 30 days in an available verified transitory location.

1. Copy of eviction notice / lease from eviction rental agreement
2. Displacement / Relocation Attestation Form
3. OHAPP Release Form

RELOCATION ASSISTANCE:

ERA may provide relocation assistance for eligible tenants. New lease agreement required to process.

1. Items 1 – 9 Rent Assistance, Items 1-5 Landlords Documents

ERA WILL NOT determine Tenant qualification until all applicable documents are complete and received.

SUPPORTING DOCUMENTS: Must submit to the ERA office - ITC Building (Tamuning), 2nd Floor, Suite 219, Monday through Friday - 8:00AM– 4:00PM, **OR** the Government of Guam Relief Center, Bank of Hawaii Building, 3rd Floor, (Hagatna), Monday through Friday - 8:00AM – 5:00PM.