



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*) and/or Employer letter of furlough/reduced work hours due to COVID-19.
2. Copy of valid Photo Identification (Guam ID or driver's license, passport or any state issued identification)
3. Copy of income documents (filed 2023 tax documents) for all adult household members not claimed by others. If all adult household members filed 2023 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. Copy of lease agreement
8. Current and previous month's utility bills (power, water, trash removal or account financial history)
9. Utility Release Forms (all that apply)
10. GHURA Section 8 or Public Housing - (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. Valid Guam business license
3. Landlord W-9 form
4. DOA Vendor Electronic Funds Transfer Form
 - a. establish as a vendor with Government of Guam
 - b. Form of payment type via EFT in lieu of 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 of filed GRT, current month's utility bills, updated rental ledger (*detailed history preferred*)
3. Utility Waiver/Release Authorization forms (if not included in initial assistance)
4. Landlord documents Required (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 – 10 of Rent Assistance
2. 2 current rental receipts

DISPLACEMENT ASSISTANCE:

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

1. Items 1 – 7 of Rent Assistance
2. Copy of eviction notice / lease from eviction rental (Eviction must have occurred within 90 days of application date.)
3. Displacement / Relocation Attestation Form
4. OHAPP Release Form

RELOCATION ASSISTANCE:

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

1. Items 1 – 10 Rent Assistance, Items 1-5 Landlord Documents
2. (a) Letter of Eviction dated within the past 90 Days of application date
 - (b) If a current tenant - A copy of current lease agreement and attestation stating reason for requesting relocation assistance.

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

SUPPORTING DOCUMENTS: Must submit hard copies to the ERA office – ITC Building (Tamuning), 2nd Floor, Suite 219, Monday through Friday, 8:00 AM – 4:00 PM