



# CITY OF DUBLIN RESIDENTIAL RENT ASSISTANCE PROGRAM



The following documents are required to be submitted with your application to participate in the Program. Applications will be processed as they are received, May 20 through June 20, 2022, with qualified applicants being chosen via lottery process if funding requests exceed available funding. **Missing or incomplete information may delay or disqualify the processing of your application.**

## *CHECKLIST*

- Valid photo identification** for applicant/primary leaseholder (i.e., valid driver's license, State ID, passport, etc.).
- Current signed residential lease agreement** in the applicant's name for property in Dublin.
- Letter signed by your landlord or property manager** noting your name, amount and applicable dates of delinquent rent occurring on or after March 17, 2020, amount of any funds received on the tenant's behalf for rent that is past due since March 17, 2020, and confirmation that you are otherwise in good standing regarding the terms of the lease (including being current with the terms of any applicable payment plan for delinquent rent owed prior to that date). **Template included for convenient replication/reference.**
- Verification of 2020 & 2021 household income** for all wage-earners. Examples of such documentation include any of the following:
  - Federal Tax return, or
  - W-2 form(s) for all places of employment, or
  - Final December paystub(s) from all places of employment showing total annual compensation, or
  - Letter from government agency or printout of government benefits (i.e., Social Security, unemployment insurance, CalWorks, etc).
- Verification of 2022 household income** for all wage-earners. Examples of such documentation include any of the following:
  - Most recent paycheck stub(s) or letter from employer(s) stating current income.
  - Letter from government agency or printout of government benefits (i.e., Social Security, unemployment insurance, CalWorks, etc.).
- Verification of COVID-19 financial impact.** Examples of such documentation include any of the following:
  - Termination Notice from employer, or
  - Unemployment Award Letter demonstrating reduced income, etc.
  - Signed notice or letter from employer notifying of reduced hours/pay or
  - 2019 Federal Tax Return, or
  - Payroll check(s) or pay stub(s) demonstrating reduced income, or
  - Documentation of impact resulting from childcare needs or caring for family member with COVID-19, etc.