



Rental/Utility Documentation Checklist

You **MUST** have all of the following information **BEFORE** a determination of your eligibility for Rental/Utility Assistance will be decided. All items on this list must be brought to your appointment. If you have any questions, please contact our Information and Referral Specialist at (618) 397-0968.

Final Notices

- Cutoff Notice (Utility)**
- (5) Day notice from landlord (Rental)**

Basic Applicant Information

- Application for Assistance (form provided).
- Verification of Circumstances (form provided).
- Statement of Nepotism (form provided).
- Verification of payment for 10% of the rent or utility arrears.**

Verification of Why Assistance is Required

- Please document on the enclosed form what has caused your rent or utilities to become delinquent (attach proof such as medical bills, car repairs, loss of income).**
- Provide supporting documentation for things like medical bills, car repairs, loss of income, etc.**

Proof of all Household Income

- Verification of income for every member of the household for the past (60) days (paycheck stubs, award letters from UI, DHFS, AABD, SSI, SS, etc.).**
- SNAP approval letter or a letter stating not qualified for SNAP.**
- Verification of Income form / ESG Income Eligibility Calculation Worksheet (forms provided).
- Applicant Budget Form (form provided).



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Proof of Number in Household:

- You must bring the Social Security Card, birth certificate, or IDFHS medical card for everyone who resides in your household.**

Proof of Residency (bring one of the following)

- Illinois State Identification card/Driver's License, Voters Registration card, utility bill or current medical card. The proof of Residency must have the correct address.**
- Self-Declaration of Housing Status (form provided).

Release of Information

- Authority to Release Information form (form provided).
- HMIS Client Consent - Release of Information form (form provided).

Inspection Forms

- ESG Lead Screening Worksheet (CFH Conducts).
- ESG Housing Habitability Standards Inspection Checklist (CFH Conducts).