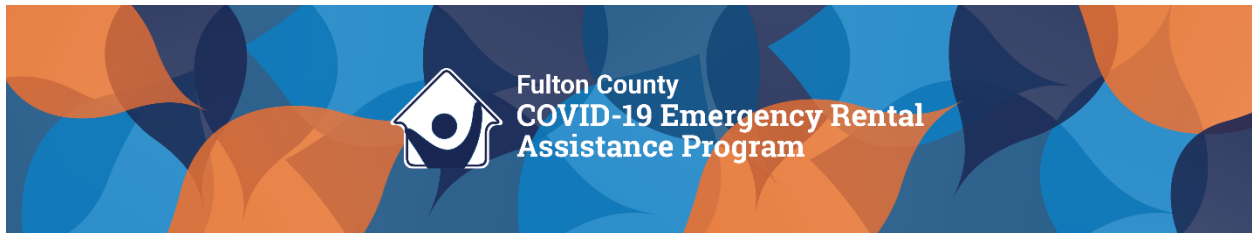


TENANT CHECKLIST

If you are a tenant who wants to apply for the Fulton County COVID-19 Emergency Rental Assistance Program, you can prepare by gathering the information and documents you will need to attach as part of your application. The sooner you submit all documents, the sooner your application can be processed.

- ✓ CONTACT INFO: Your address, email and phone number
- ✓ ID: Valid Photo ID of applicant
- ✓ PROOF OF YOUR INCOME –tax returns or wage statement
- ✓ LEASE: Lease Agreement or Documentation of Payments made
- ✓ EVICTION NOTICE: Copies of eviction notice or dispossessory notice (if applicable)
- ✓ UTILITIES: Past Due Water, Electric and Gas Utility notices. You will also need to enter the account numbers.
- ✓ UNEMPLOYMENT: Documentation of unemployment or loss of income since March 2020
- ✓ PREVIOUS ASSISTANCE: Notices of any prior rental assistance you have received since March 2020
- ✓ Any other documentation that indicates your risk of homelessness
- ✓ Your landlord's Email Address



LANDLORD CHECKLIST

If you are an owner/landlord who would like to become eligible to receive emergency rental assistance payments on behalf of your tenant, you must complete a Landlord Application in the Fulton County COVID-19 Emergency Rental portal

Documentation needed to complete the Landlord Application includes:

- ✓ CONTACT INFO: Your email and phone number
- ✓ IDENTIFICATION NUMBER: Social Security number, tax identification number, or DUNS number
- ✓ W-9 Form: Completed and signed IRS W-9
- ✓ BUSINESS LICENSE: Current Business License
- ✓ LEASE: Lease Agreement

For more information, please visit our website at <https://www.fultoncountyga.gov/renthelp> or via email at rentpay@fultoncountyga.gov.