

HOW TO GET “DOCUMENT READY”

A guide for Housing Partners to help individuals gather required documents needed to apply for housing

developed by:



Lane County
Human
Services



IMPORTANT THINGS TO CONSIDER:

1. Housing options in our area are limited right now. By being “document ready” you are setting your client up for success by giving them the tools they need to have their rental application approved.
2. Describe your situation. Letters of explanation and recommendation assist landlords in reviewing their application and making a decision.
3. Include a doctor’s note for all companion animals.
4. Remember, most landlords truly want to help folks get housed & don’t look for reasons to deny them. It pays off to be prepared!



HELPFUL RESOURCES:

- [Housing Search Assistance Toolkit - HUD Exchange](#) (Including Sample Rental Applications)
- [Become Eligible For Landlord Incentive Fund With Rent Well](#)
- [Free Landlord Rental Forms for Real Estate | ezLandlordForms](#)
- [Fair Market Rents \(FMR\) and Rent Reasonableness Tables and Certification - Lane County](#)

<p>COMPLETED RENTAL APPLICATION</p>	<ul style="list-style-type: none"> • Make sure anyone who will be living in the household and is 18 years or older signs the rental application
<p>IDENTIFICATION</p>	<p>For household members 18 years or older:</p> <ul style="list-style-type: none"> • Current state-issued identification (ID) <ul style="list-style-type: none"> ◦ <i>Click for instructions on how to obtain a “No Fee ID” with the Oregon DMV</i> • <u>or</u> Current Driver’s License <p>For ALL household members:</p> <ul style="list-style-type: none"> • Social Security card (original only) • <u>or</u> ITIN card <p>To assist your client in obtaining a “No Fee ID” email the DMV at customerconnect@odot.oregon.gov</p> <p>Click here to learn how to get a replacement Social Security card</p>
<p>PROOF OF INCOME</p>	<ul style="list-style-type: none"> • Employment – minimum of 3 of the most recent consecutive paystubs • Social Security Benefits and Disability: current year award letter • SSI award letter dated within the last 30 days • Child Support/Alimony (last 12 months of payment history), letter or case number • Government Assistance (TANF) verification letter • Any monthly monetary assistance from someone outside the household, along with their name, phone, and address • Worker Compensation • Unemployment (claim status and 12 month payment history) • Section 8 Housing Voucher/RTA
<p>ASSETS</p>	<ul style="list-style-type: none"> • Verification of assets for all household members • Minimum 3 consecutive months of bank statements for all bank accounts • Current statements for all savings/retirement accounts (401k, 403b, IRA, etc.) • Balance receipts for any loadable cards (EBT, Direct Express, ReliaCards, Cash App, PayPal, GreenDot, NetSpend, etc.)
<p>OTHER RECOMMENDED DOCUMENTS, IF APPLICABLE</p>	<ul style="list-style-type: none"> • Proof of Completion for tenant education course (Rent Well, Barrier Busters, Renter Rehab, Ready to Rent) • Graduation letter from any addiction recovery program or services (Client’s decision) • Letters of explanation (Convictions/Evictions/Unpaid Rent/Outstanding Debt, etc.) • If on parole, a letter from probation officer (Client’s decision) • Doctor’s note for any companion animals • Reasonable Accommodations (as needed)

FIND THIS GUIDE ONLINE AT www.lanecountyor.gov/providertools



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