



**TENANT'S APPLICATION  
CHECKLIST  
COVID-19 Emergency Rental Assistance Program  
REQUIRED INCOME/HOUSEHOLD INFORMATION**



**All information supplied with be kept completely confidential.**

At any time during the application process, the tenant may contact **Worcester Community Action Council, Inc.** to answer any questions..  
Please call (508) 762-9800 or email [rent@wcac.net](mailto:rent@wcac.net) and ask for the Rental Assistance Program.

- **Proof of household income is required in order for the program to determine income eligibility.**
- **Your application will not be considered for eligibility unless all questions are answered and all required documents have been submitted.**

### **If currently employed:**

- The last four weeks **consecutive** pay stubs for each household member earning income.
- A complete, signed copy of the CURRENT federal tax return or an Official IRS Transcript (see link below) for each person living in the household who is required to file a return.**  
This complete copy must include all schedules, all W-2 and 1099 forms.

If you wish to obtain a copy of your Official IRS transcript please use the website below. Currently, this is a free service from the IRS: <https://www.irs.gov/individuals/get-transcript>

### **If currently receiving assistance:**

- A current statement of benefits from social security
- A current statement from your pension holder indicating your **gross** monthly pension
- A compensation letter from the VA
- A letter from your social worker describing your monthly award if you receive public assistance (TAFDC, EAEDC, FOOD STAMPS, MEDICAID, ETC)
- Person(s) claiming no income must complete a **NO INCOME STATEMENT (this form can be obtained from our office)**

### **If currently enrolled as a student:**

- Copy of student identification (with current date) OR official or unofficial transcript OR letter from the registrar

### **Unit Documentation**

- Copy of Lease or Tenant at Will Agreement
- Signed CDC Declaration
- Rental & Utility Assistance Declaration
- At Risk of Homelessness due to COVID-19 Form

**Additional documentation may be requested after your application has been reviewed.**

**Funds for our programs are limited and will be available based on completeness of application.**