

## RAP MOVE-IN ASSISTANCE DOCUMENTATION LIST

The below documents are needed to determine your eligibility and affordability for the Rental Assistance Program. Please bring all documentation to your appointment.

1. Written documentation (written by someone other than yourself) of your current living situation and why you must move. Example:
  - a. Emergency Shelter End Date
  - b. Receipt from current self-paid hotel stay.
  - c. Discharge letter from a program
  - d. Non-renewal of lease, (**only if you have not been identified as an undesirable tenant**), property being sold, or property condemnation.
2. 90 days proof of gross income for each adult household member (30 days if 90 days are not available).
3. Picture ID and Social Security Cards for all Adult household members. Birth Certificates and Social Security Cards for all children in the household.
4. Approval letter for new residence.
5. Current Bank Statement - including Chime, Cashapp, etc.
6. Proof of County Assistance Benefits - ex. Compass Report
7. All monthly household expenses, such as: Utility Bills (for electric bill contact PPL for an estimated bill for your new residence) **for all other utility bills request information from landlord**, Car payments, Insurance bills, Cell phone bills, Court Fees, Child Care Expenses, Child Support Order.
8. Proof of any family, friends' financial assistance (as applicable)
9. A signed lease will be required before final approval/exit appointment.
10. Documents must be in hand at the time of the intake appointment or emailed prior to the intake appointment. Email to: [rap@ccuhbg.org](mailto:rap@ccuhbg.org)

**Please arrive at least 10-15 minutes BEFORE your appointment time to complete your Rental Assistance Information Packet. Anyone arriving 15 minutes late for their scheduled appointment will have to reschedule.**

**Appointment Date \_\_\_\_\_ Appointment Time \_\_\_\_\_**

### 2024-2025 RAP INCOME GUIDELINES

HOUSEHOLD SIZE	MAXIMUM YEARLY INCOME	HOUSEHOLD SIZE	MAXIMUM YEARLY INCOME
1	\$30,120	5	\$73,160
2	\$40,880	6	\$83,920
3	\$51,640	7	\$94,680
4	\$62,400	8	\$105,440

For each additional person add \$10,760. All figures are yearly.