Tenant Checklist

OUR FLORIDA

□ Valid I.D.

- Driver's License or State Identification Card; OR
- U.S. Birth Certificate;OR
- College I.D.; OR
- U.S. Passport; OR
- Military Identification; OR
- Tribal Identification: OR
- DHS issued immigration documents.

□ Income Documentation for All Adult Household Members (18+)

- 2020 tax returns (IRS 1040); OR
- Notice of Case Action for SNAP, TANF, or Medicaid; OR
- Documents relating to public housing eligibility; OR
- Unemployment documents from Florida DEO; OR
- Proof of current income established in the previous 30+ days (e.g., 4 weeks of current pay stubs).

□ Economic Hardship Attestation related to the COVID-19 Public Health Emergency

- Attestation of one of the following qualifications:
 - Unemployment benefits
 - Reduction in household income
 - Household incurred significant costs
 - Financial hardship

Risk of Homelessness and/ or Housing Instability

- Notice of Eviction dated on or after March 13, 2020; OR
- Notice to vacate dated on or after March 13, 2020; OR
- Past due utility notice; OR
- Past due rent notice; OR
- Current Order of Protection for domestic or repeat violence; OR
- Bills for temporary residence in a hotel or motel.

Proof of Tenancy

- Current lease (copy of executed lease inclusive of lessee name(s), payment terms, lease term, and signatures of lessee and lessor); OR
- Proof of rental arrangements, such as receipts, bank records or canceled checks that show a pattern of rent payments.

Proof of Rental Arrears

- Notice of late rent; OR
- Notice of eviction; OR
- Eviction court filing information; OR
- Signed attestation by the landlord

Proof of Utility Arrears

Most recent utility bills

Important Reminders

- This check list is not exhaustive. We have provided common examples to assist you in your application.
 If you do not have the documents suggested, you may still be eligible for the Program. See *Tenant Documents* for more information.
- After your initial application is submitted, an eligibility specialist will advise you of any additional required documentation.
- Please add <u>FAMSFL@speridian.com</u> to your "safe sender" list to ensure your account will allow these emails to be delivered.
- Translation services are available through the Call Center (833-493-0594). The Call Center is accessible every day, including weekends, from 7 a.m. to 6 p.m. EST.
- All information provided to the Program will be verified.

V2 Information subject to change. Last revised: July 12, 2021

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833-493-0594