Montana Emergency Rental Assistance Documentation Checklist

1. Income documentation for all members of household
   - Preferred: Most current 2020 or 2021 IRS Tax Return Form 1040
   - OR
     - Two months of Income Documentation (paystubs immediately prior to application)
     - Most recent Social Security or Social Security Disability letter
     - Pension Award Letter
     - Temporary Assistance for Needy Families (TANF) Statement
     - Unemployment Insurance benefit statement or screen shots from MontanaWorks
     - Child support award statement / Parental Plan or other written documentation
     - Annuities
     - Income from Assets (if total of all assets exceeds $5,000)
     - Self-employment income (most recent IRS Schedule C or profit and loss statement)
     - Documentation of other income not listed above
     - Zero income can be self-certified by the household

2. Evidence of Housing Instability*
   - Late rent notice itemizing past months due and any late fees, rental ledger from landlord showing past due, or eviction notice
   - AND / OR
     - Past due utility bill or utility shut-off notice

3. Evidence of Obligation to Pay Rent*
   - Lease agreement, lot rent agreement or extended stay hotel/motel agreement.
   - Landlord name, email and phone number

4. Other documentation required, if requesting assistance
   - Most recent utility bill with account number, service address, monthly charge and any past amounts due
     - Future months of utility assistance will be determined by using the average of the past two monthly bills.
   - Most recent internet bill with account number, service address and any past amounts due

*In some cases, alternative documentation or exceptions may be available.

See HOUSING.MT.GOV for details.