

# 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.*