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**EFSP Document File**

\_\_\_\_\_ Check Request

\_\_\_\_\_ W-9 form (must be completed by landlord)

\_\_\_\_\_ Rent/ Mortgage EFSP Letter (must be completed by landlord and signed by staff)

\_\_\_\_\_Late Notice, 3-Day Notice, First Month Notice

\_\_\_\_\_Rental Agreement (all pages of rental agreement, must have tenant and landlord

Signatures)

\_\_\_\_\_Section 8 documents

\_\_\_\_\_Release of Information form

\_\_\_\_\_Driver’s License or ID Cards for all members over the age of 18 years old

\_\_\_\_\_Social Security Cards for ALL individuals/ ITIN

\_\_\_\_\_Birth Certificates for ALL children under the age of 18 years old

\_\_\_\_\_Verification of Income for ALL (check stubs, bank statements, employer letter)

\_ Intake/Budget Form

\_\_\_\_\_Verification of Crisis

\_\_\_\_\_Utilities