**Please submit the following document.**   
      
**CLIENT REQUIRED DOCUMENTATION:**   
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**PROOF OF CRISIS** - verifiable proof of crisis related to the covid-19 pandemic (e.g., Covid-19 Test Results, Disability Award letter, EDD statement of frozen or exhausted benefits, etc.). Any document to show proof of crisis.  
  
**PROOF OF INCOME** - one FULL month of current income (EDD payment history, paystubs, bank statements, employer letter, tax returns, CalFresh, etc.). If no income, please write a statement.   
  
**PAST DUE RENT NOTICE/MORTGAGE STATEMENT** – 3-day notice, or eviction. Past due mortgage/foreclosure notice if received, landlord statement, payment plan if in affect.  
  
**MUST HAVE A SIGNED LEASE AGREEMENT** – First Page of Lease Must show rent amount and Last Page (or signature page) must show signatures from Tenant & Landlord.   
  
**PHOTO ID** – For ALL adults living in the household.   
  
**SOCIAL SECURITY CARDS** – for all adults living in the household.  
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**BIRTH CERTIFICATES** – for all children under 18 years of age living in the household.

**UTILITIES BILLS** – must show amount owed at time of assistance.  
  
**Sincerely,  
   
The Catholic Charities East Bay Housing Services Team**