



Laguna Housing Development and Management Enterprise

P.O. Box 178 • Laguna, NM 87026 • Phone: 505-552-6430 • Fax: 505-552-9409

Dear Emergency Rental Assistance Applicant,

Below is a list of documents required for your application to be processed.

1. Completed application- **ALL AREAS** filled out completely, application signed and dated
2. **Ability to show applicant has been directly or indirectly impacted by COVID-19 (THIS IS A MUST HAVE)**
 - a. Letter from applicant explaining how household has been impacted by COVID-19 (ex. lost or decreased wages, health issues related to COVID-19, etc.)
 - b. Letter from employer if laid off or lost wages due to COVID-19
 - c. Letter from healthcare provider if had to miss work due to COVID-19, including quarantined, at-risk health conditions, etc.
3. **Must be at risk of or experiencing housing instability or homelessness.**
 - a. eviction notice
 - b. invoice detailing arrears
 - c. utility bills showing arrears or disconnect notice
 - d. letter from landlord indicating amount of arrears, etc.
4. **Proof of Identity for all adult members of the household.**
 - a. Tribal ID
 - b. State ID or License
5. **CIB for all adult household members who are tribal members**
6. **Proof of income for all household members (one of the following):**
 - a. Last 4 check stubs
 - b. Income Tax documents for 2021
 - c. Letter from employer
 - d. Attestation letter from applicant
 - e. Public Assistance award letter- (Social Security, Unemployment, etc.)
7. **Current Rental/ Tenant Lease**
 - a. Document to show proof of renting
8. **Current utility bills** (if asking for assistance with utilities)
9. **W-9 from landlord and/or service provider**

ERA Program can assist in requesting this

Once your documentation packet is complete your application will be processed. Please contact me with any questions.

Susan Tharpe, Intake Specialist
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