



Documentation Guide for Housing Related Special Grant Requests

This guide gives you examples of some of the types of documents you can use to prove information needed to make a decision on your request. Other documents may also be used, even if not on the list. We will let you know if we need more documents.

Some of the suggested documents can be used as proof for more than one item. For example, a current lease can be used to prove your housing cost and legal occupancy in the future.

If you need help getting the proof we are asking for, please tell your worker. We may be able to help.

Box	Documentation for	Suggested Documents	Helpful Hints
1	Amount Owed Proves how much money you owe.	<ul style="list-style-type: none"> • Rental History Breakdown from Landlord • Court documents indicating arrears amount • NYCHA Rent Statement or Letter from Housing Manager • Mortgage Statement • Liens lawsuits or Other Pending Claims • Tax Bill 	May be found in court stipulation or judgment (agreement signed in court).
2	Your Housing Cost Shows that you pay for your housing and how much you pay each month.	<ul style="list-style-type: none"> • Current Lease • Current Rent Receipt • Letter from Landlord • Statement from Non-Relative Landlord • Title to Property • Home Insurance Policy • Property Tax Statement • Tax Bill showing ownership of house • Court documents listing primary tenant • W-147 Letter to Landlord-Request for Residence Verification 	If your name is not on the lease or mortgage, you must still prove that you are responsible for paying your housing cost.

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Box	Documentation for	Suggested Documents	Helpful Hints
2	<p>Your Housing Cost <i>(continued)</i></p>	<ul style="list-style-type: none"> • W-147Q Statement from Primary Tenant & Proof of Legal Tenancy • W-146W Section 8 Verification • Housing Court or NYCHA papers showing that you are responsible for paying a housing cost • Division of Housing and Community Renewal (DHCR) Annual Registration Statement 	
3	<p>Risk of Eviction or Foreclosure</p> <p>Shows that you need help to keep your housing.</p>	<ul style="list-style-type: none"> • Landlord breakdown showing rent arrears • Landlord Notice or Rent Demand • Letter from Landlord threatening eviction • Court-ordered Stipulation with LT or Index Number (rent arrears) • Notice of Petition (rent arrears) • Marshal's Notice of Eviction • Order to Show Cause (rent arrears) • Eviction or foreclosure court documents 	<p>Always give us court documents if you have them. These documents are often mailed to you or given to you in court.</p> <p>If you get court documents, it is important to follow the instructions given. Ask someone for help if you don't understand what to do.</p>
4	<p>Legal Occupancy in the Future</p> <p>Shows that you are legally allowed to live in the apartment, room, or other approved living arrangement.</p>	<ul style="list-style-type: none"> • W-147Q Statement from Primary Tenant & Proof of Legal Tenancy • Court documents showing right to legal occupancy in the future • Other documents to prove right to legal occupancy 	

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Box	Documentation for	Suggested Documents	Helpful Hints
4	<p>Legal Occupancy in the Future <i>(continued)</i></p>	<ul style="list-style-type: none"> • W-146W Section 8 Verification • Current Lease (or expired rent stabilized lease) • Letter from Landlord • Statement from Non-Relative Landlord • Title to Property • Home Insurance Policy • Property Tax Statement • Tax Bill showing ownership of house • W-147 Letter to Landlord-Request for Residence Verification • Division of Housing and Community Renewal (DHCR) Annual Registration Statement 	
5	<p>Future Ability to Pay</p> <p>Shows how you can pay your housing cost each month going forward.</p>	<ul style="list-style-type: none"> • Pay stubs and Statement of Tips from the last 30 days • W-146E Excess Rent & Third Party Proof of Income • Third Party Proof of Income/Pay Stubs for the last 30 days • Subsidy verification (Section 8/NYCHA) • Proof of SSA or SSI benefits for disability or blindness • Current Award Certificate or letter showing other income • Income Tax records • Job Letter • Statement from an Employer • Records or related materials concerning self-employment earnings and expenses 	<p>If another person or an organization will help with some or all of your housing cost, you must show that they can afford to give you money towards your housing cost and how much they can give you each month.</p>

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Box	Documentation for	Suggested Documents	Helpful Hints
5	Future Ability to Pay <i>(continued)</i>	<ul style="list-style-type: none"> • Statement from Financial Institution Lender • Statement from a Secondary Tenant, Boarder or Lodger • Official correspondence, document, or statement from a source of Other Income • Retirement or Pension Benefit Letter • Documentation of SCRIE or DRIE in effect to freeze rent level • Documentation of SCRIE or DRIE pending application • Other Acceptable Document detailing housing related benefits • Documentation of Additional Expenses (such as utility bills, child care expenses, other receipts) • Documentation of other income or contributions • Court order for child support, spousal support, or maintenance 	
6	Unforeseen or Special Circumstances Shows why you could not pay your housing cost.	<ul style="list-style-type: none"> • Statement or document explaining a loss of income for the household • Loss of Third Party Assistance • Statement from Funeral Director/Funeral Bill • Medical Bills • Statement detailing circumstances surrounding Loss or Theft • Statement or Referral from Red Cross • Insurance Company Statement • Care Required by Sick or Disabled Household Member • Doctor's records • Doctor's statement 	An advocate letter or personal statement can help explain your situation.

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Box	Documentation for	Suggested Documents	Helpful Hints
6	Unforeseen or Special Circumstances <i>(continued)</i>	<ul style="list-style-type: none"> • Documentation of Additional Expenses (such as utility bills, childcare expenses, other receipts) 	
7	Contributions to Help Pay Arrears Shows us the efforts you have made to get help paying the arrears.	<ul style="list-style-type: none"> • Copy of money order for contribution toward rent arrears • Nonprofit Organization official letterhead stating contribution toward arrears • Proof of contributions toward arrears • Letter Seeking contribution for Arrears 	If you show that you, another person, or an organization can pay some of the amount owed, it may help us to make a decision.