



Rent Relief and Housing Assistance Program Document Requirements

1. Proof of applicant identity:
 - Any form of identification with a photo
2. Proof of applicant Hawaii Residency:
 - Valid and current tenancy at primary residence in the State of Hawaii
 - Copy of current and valid lease/rental agreement; or
 - Copy of recently expired lease/rental agreement if landlord approved month-to-month tenancy; and
 - Proof of expenses requested, which can include but is not limited to an invoice, screenshot of rental management agency's payment portal with rent amount, or Notice of Rent Change
3. Proof of applicant and household income, which can include but is not limited to:
 - Most recent pay stub (if employed), or
 - Unemployment Certification with weekly benefit amount (if unemployed), or
 - Other documents such as most recent tax return, W-2, social security benefit letter, financial assistance statement, retirement statement, disability statement, etc.
 - Self-Certification of Income ONLY if no other documentation can be provided
4. Proof of applicant lost income related to COVID-19 pandemic, which can include but is not limited to:
 - Layoff, furlough, close of business or hours reduced letter from employer prior to first month of assistance, or
 - Schedule(s) showing reduction in hours for each month requesting assistance, or
 - Unemployment certification or proof of application, or
 - Pay stubs or bank statements demonstrating loss of income
 - Self-Certification of COVID19 situation ONLY if no other documentation can be provided
5. For Rent Assistance:
 - Partner Agencies will request a W-9 tax form from any landlord/property owner, and this must be received before an application can be approved. Property management companies are not required to submit a W-9.
6. For HOA Assistance:
 - HOA statement, and
 - Delinquency notice if delinquent
7. For Mortgage Assistance:
 - Most recent mortgage statement, and
 - Mortgage delinquency notice if delinquent