



COVID-19 EMERGENCY RENTAL & UTILITY ASSISTANCE PROGRAM

DOCUMENT CHECKLIST

Deadline Extension The City of Oceanside is accepting applications for the COVID-19 Emergency Rental & Utility Assistance program from August 24, 2020 through **September 28, 2020**. This checklist is provided to assist Oceanside residents with the application process.

GATHER DOCUMENTS NEEDED FOR THE APPLICATION

You will be asked to **email at Oceanside-ERUAP@oceansideca.org or drop off at the Housing Authority – 321 N. Nevada** the following documents during the application

1. **Head of Household (Applicant) and Co-Applicant:** Valid California driver's license or identification card.
2. **Head of Household (Applicant) and Co-Applicant:** Copy of your federal 1040 tax return directly from the IRS website. Get your 2019 federal income tax return transcript from the IRS website at <https://www.irs.gov/individuals/get-transcript> (or 2018 if 2019 not filed yet).
3. **All other household members 18 years of age and older:** Copy of first page of federal income tax return if not on Head of Household Income Tax Return.
4. **Self-Employed** – Six (6) month profit and loss statement and business tax return.
5. **Rent/lease agreement** showing applicant name, address and amount of rent.
6. **Currently Employed Household Members:** Two months of your most recent paystubs for employed and last paystubs (covering 2 months) for unemployed.
7. **Unemployed Household Members:** EDD Notification of Unemployment Insurance Award (showing name, date of claim, benefit amount, quarterly wages).
8. **Unemployed Household Members:** Employer furlough/layoff letter or EDD Notice Unemployment Insurance Claim Filed.
9. **Copies of social security card(s) or birth certificate(s)** of minors that are not included on any household member federal income tax return.
10. **Copies of July 2020 asset account statements:** checking, savings, CDs, stocks, bonds, 401k, IRA, etc.
11. Full-time student (18 years of age and older) -- evidence of registration with at least 12 units.
12. Utility bills, other monthly bills, cable, phone, internet, etc. – **Critical to determining need!**

SAVE YOUR DOCUMENTS FOR SUBMITTING

Prepare the documents for the application as follows:

If you are using your **CELLPHONE/TABLET/COMPUTER/LAPTOP to complete the online application:**

1. Take a picture of the documents and email them to yourself to save on your computer so you can easily find them to email later; **OR**
2. Scan each of your documents separately and save the scanned documents to your computer so you can easily email them later.

If you are unable to complete an online application, you can request a hard copy via mail by calling the Oceanside Housing Authority at (760) 435-3600 or coming to the Housing Authority located at 321 N. Nevada Street.

Questions during the application process call (760) 435-3385 or email: Oceanside-ERUAP@oceansideca.org.

YOUR APPLICATION WILL NOT BE COMPLETE WITHOUT THESE DOCUMENTS.