

# DOCUMENT CHECKLIST FOR TEMPORARY FINANCIAL ASSISTANCE

## Family Success Center

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- Identification** for ALL household members
  - Examples include: photo ID, license, birth certificate, passport or government issued ID
- Social Security Cards** for ALL household members who have Social Security numbers
  - Applicants are not required to have a Social Security Number to be eligible for assistance
- Documentation of Current Housing** and primary residence
  - Examples include: lease, tenancy at will agreement, mortgage statement
- Documentation of Eligible Housing Crisis** (see page 2)
- Documentation of Financial Hardship**, if applicable
  - Examples include: letter/email from employer, application for unemployment insurance, notice of loss of employer-sponsored health insurance, or self-certification
- Documentation of Current Income** for ALL household members who have income
  - 1 month's consecutive paystubs or verifications, dated within the last 60 days
  - Examples include: wages, Social Security, SSI, TAFDC or EAEDC, Child Support, Alimony, Unemployment, Pension, Annuity or other income greater than \$100 per month
- Additional documentation required from subsidized tenants** (Section 8, MRVP, public housing, etc.)
  - For Rent Arrears:
    - Documentation of unexpected financial hardship (see page 2)
    - Tenant Rent Share letter effective during months of arrearage
  - For Start-up Costs:
    - Tenant Rent Share letter for new unit

## Income eligibility

- **RAFT:** Must be below 50% of Area Median Income (AMI) for household size
- **ERMA:** Must be between 50% - 80% of Area Median Income (AMI) for household size

Income Limits FY21	# of people in household							
	1	2	3	4	5	6	7	8
<b>30% AMI</b>	\$26,850	\$30,700	\$34,550	\$38,350	\$41,450	\$44,500	\$47,600	\$50,650
<b>50% AMI</b>	\$44,800	\$51,200	\$57,600	\$63,950	\$69,100	\$74,200	\$79,300	\$84,450
<b>80% AMI</b>	\$67,400	\$77,000	\$86,650	\$96,250	\$103,950	\$111,650	\$119,350	\$127,050

For more information about Income Limits go to: <https://www.huduser.gov/portal/datasets/il.html>

- Property Owner Packet** completed by the property owner where you plan to live (see packet for more info)
  - *Must include*
    - Request for Payment form
    - W9 form
    - Proof of Ownership
  - *If applicable*
    - Letter of Full Lead Compliance
    - Certificate of Fitness
    - Copy of lease or tenancy agreement

## DOCUMENT CHECKLIST FOR TEMPORARY FINANCIAL ASSISTANCE (CONT'D)

Based on your **Current Living Situation** and applicable **Housing Crisis** listed below, you must submit the **Required Documentation** of Eligible Housing Crisis

Current Living Situation	Housing Crisis	Required Documentation
Renter behind on rent	Upstream Rent Arrears*	Notice of rent arrears issued by landlord with verification of amount owed
Homeowner behind on mortgage	Upstream Mortgage Arrears*	Notice of mortgage arrears issued by lender with verification of amount owed
Renter with court date scheduled	Eviction	Summary Process Summons & Complaint with verification of amount owed
Staying temporarily with friend or family, but must leave within 30 days	Doubled Up and Must Leave	Letter from primary tenant or landlord, including their full name, address, contact info, and date you must leave
Staying somewhere unsafe and cannot continue to live there	Health & Safety	Documentation of serious health and safety risk, such as a condemnation from Board of Health or failed inspection report
Homeowner currently in foreclosure	Foreclosure	Letter of intent to foreclose from lender
Staying somewhere that is overcrowded and cannot continue to live there	Severe Overcrowding	Documentation to demonstrate that the current unit is too small for the number of people residing there, such as a letter from the landlord verifying the number of people and bedrooms in the unit
Staying somewhere that is unsafe due to domestic violence	Domestic Violence	Documentation to support a domestic violence allegation connected to an inability to stay safely in current housing
Staying somewhere that was affected by a fire, flood, or natural disaster	Fire/Flood/Natural Disaster	Report of fire, flood, or natural disaster
Received shutoff or termination notice from utility company	Utility Shutoff	Current utility shutoff notice or verification that service has already been disconnected
Other situation not listed above, such as living in a shelter, having a medical need that requires you to move, etc.	Other crisis that will result in housing loss with 30 days or less	Documentation to demonstrate that family will become homeless within 30 days

\* Upstream applicants must demonstrate a financial hardship (reduction in revenue, increase in expenses, and/or subsidy calculation issues that cannot be resolved in a timely manner that caused the nonpayment), and that payment of arrears will allow the household to retain their housing. Upstream RAFT can provide no more than 4 months of worth of arrears, not to exceed the RAFT limit of \$4,000.

### \*\* Important Information for Subsidized Tenants \*\*

For applicants with Section 8, MRVP, Public Housing, or paying less than 50% of income in a LIHTC ("Tax credit") unit:

- Subsidized households cannot receive payment for more than six months the tenant portion of rent arrears
- **Subsidized households must demonstrate a hardship that caused the nonpayment of rent that was presumed to be affordable** (ex: car repairs, out-of-pocket medical expenses, etc.)
- Subsidized households cannot receive RAFT assistance for subsidized rent arrears twice in 24 months
- Subsidized households can only receive assistance with the tenant portion of rent when moving to a new unit

#### For Utility Shutoff ONLY:

- Households must first exhaust all other options including Fuel Assistance, asserting shutoff protection, or enrolling in the AMP program
- Households may only receive assistance with funds to restore or initiate service in unit
- Property Owner Packet is not required

#### For Mortgage Assistance ONLY:

- Homeowner must complete the Property Owner Packet, and submit all applicable documents
- If you are not able to obtain a W9 form from your lender, you may submit a Form 1098 - Mortgage Interest Statement that lists your lender's name, Tax ID number, and mailing address

#### Next Steps:

- Submit **ALL** required items from the Document Checklist by **Email, Fax, Mail** or **Place** in drop box
- Once all documents have been reviewed, you will be contacted to complete an Intake over the phone
- Please allow **at least 30 days** after submission of all required documents to receive call for Intake