



## ABCD MEDFORD RENTAL ASSISTANCE DOCUMENT CHECKLIST

Thank you for your interest in the Medford Rental Assistance program. At this time we are reviewing inquiries while preparing to accept online applications. Please see the eligibility requirements below.

Questions?  
Contact the ABCD Housing Department:  
**617.348.6347 | [housing@bostonabcd.org](mailto:housing@bostonabcd.org)**

### ELIGIBILITY REQUIREMENTS

- **Residence in the City of Medford** as shown by address on current lease or other documentation
- **Proof of COVID-19 Hardship** residents experiencing temporary loss of income due to the COVID-19 pandemic.
- **Low-to-Moderate Household Income.** Eligible applicants must have incomes less than or equal to 80% of Area Median Income as defined by the U.S. Department of Housing and Urban Development. Half of the funds shall be initially reserved to applicants making no more than 50% of AMI.
- **Efficacy of Assistance.** M-ERAP services must be able to substantially, if not entirely, alleviate the household's emergency need for funds. If an M-ERAP payment will not entirely eliminate emergency, the applicant must show that the remaining amount is available from another source, or that the landlord will accept partial payment or longer-term repayment which is within the applicant's financial means.

### REQUIRED DOCUMENTS

- 1 Basic Tenant Information**
  - a. Proof of Tenant Identification (*One of the following documents*)
    - Driver's License
    - Passport
    - State Identification Card
    - SNAP card
    - Senior MBTA Charlie Card
    - U.S. Military Identification Card

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## REQUIRED DOCUMENTS

b. Address for which you are looking for rental assistance:

1. Copy of current lease
2. One of the following:
  - Rent Ledger
  - Copies of Past Payments (2 months)
3. Copies of the following, if applicable
  - Notice to Quit
  - Court Summons
  - Court Agreements
4. Proof of subsidy, if applicable

### **2 Proof of Household Composition** *(One of the following documents for each household member)*

- Driver's License
- Passport
- State Identification Card
- SNAP card
- Senior MBTA Charlie Card
- U.S. Military Identification Card
- Health Insurance Card
- Birth Certificate
- Social Security Card
- Marriage Certificate

### **3 Household Income**

a. Proof of income sources for each household member, including the applicant

*\*Please refer to the Income Guide on the following page\**

b. Asset Test

- Most recent checking statement
- Most recent savings statement



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## INCOME DOCUMENT GUIDE

Source of income	Verification Document(s)
Alimony / Child Support	<ul style="list-style-type: none"> <li>• Monitoring agency document, court order, or settlement agreement showing type of support, payment amount, and schedule</li> <li>• Copies of canceled checks from source</li> <li>• Bank statement showing direct deposit of child support</li> </ul>
Earnings (before taxes)	<ul style="list-style-type: none"> <li>• Pay stubs from the most recent 4 week period</li> <li>• Signed and dated employer statement with employee name, date employment began and employee gross earnings rate, received from the employer</li> <li>• The most recent tax year’s W2 form</li> </ul>
Educational Assistance	<ul style="list-style-type: none"> <li>• Official benefit notification letter or provider statement showing payment amount</li> </ul>
Interest / Dividends	<ul style="list-style-type: none"> <li>• Bank statement</li> <li>• Official letter from bank/ dividend source</li> <li>• Copy of IRS form 1099, schedule B, or 1040</li> </ul>
Pension / Retirement income	<ul style="list-style-type: none"> <li>• Check stub or copy of benefit check</li> <li>• Benefit notification letter</li> <li>• Official statement showing gross benefit amount and payment schedule</li> </ul>
Rental Income	<ul style="list-style-type: none"> <li>• Copy of tenant checks with current lease agreement</li> <li>• IRS schedule 1040 E</li> </ul>
SS / SSI / SSDI	<ul style="list-style-type: none"> <li>• Check stub or copy of benefit check</li> <li>• Benefit notification letter</li> <li>• Official statement showing gross benefit amount and payment schedule</li> <li>• Bank statement showing direct deposit of SS/SSI/SSDI benefit</li> </ul>
Survivor Benefits	<ul style="list-style-type: none"> <li>• Check stub or copy of benefit check</li> <li>• Benefit notification letter</li> <li>• Official statement showing gross benefit amount and payment schedule</li> </ul>
TAFDC / EAEDC	<ul style="list-style-type: none"> <li>• Check stub or copy of benefit check</li> <li>• Benefit notification letter</li> <li>• Statement showing gross benefit amount and payment schedule</li> <li>• Bank statement showing direct deposit of TAFDC/EAEDC benefit</li> </ul>



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## INCOME DOCUMENT GUIDE

Source of income	Verification Document(s)
Trust / Estate Income	<ul style="list-style-type: none"> <li>• Copy of legal documentation</li> <li>• Written notification from bank or legal authority including amount and term of awards</li> </ul>
Unemployment Compensation	<ul style="list-style-type: none"> <li>• Department of Unemployment Assistance (DUA) check stub or copy of DUA check</li> <li>• Official signed statement from DUA</li> <li>• DUA printout</li> <li>• Statement from employer, insurance agency, union office showing benefit</li> </ul>
Veterans' Payments	<ul style="list-style-type: none"> <li>• Check stub or copy of benefit check</li> <li>• Benefit notification letter</li> <li>• Official statement showing gross benefit amount and payment schedule</li> </ul>
Workers' Compensation	<ul style="list-style-type: none"> <li>• Check stub or copy of benefit check</li> <li>• Benefit notification letter</li> <li>• Official statement showing gross benefit amount and payment schedule</li> </ul>

**Without complete documentation you will be unable to complete the application and move forward in the rental assistance process.** You will also be required to complete a budget form that asks about all income sources and expenditures, including utilities and debts.

**Finally, please be aware that you will be required to provide contact information for your landlord.** Upon completion of the application ABCD will contact your landlord to verify tenancy.

**Please begin to collect these documents.** You will be notified when the application is available online. Please do not email these documents to ABCD at this time. When the online application is made available you will submit documents through a secure portal.

Thank you.

If you have any questions, please contact the ABCD Housing Department:  
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