



APPLICATION INFORMATION CHECKLIST

Beginning your Application

To facilitate the application process, please have the following items and information ready to upload when you begin your application. The following documents may be submitted when you apply or after your application has been referred to an SC Stay Processing Agency:

- Government-issued identification – Examples include driver's license, military ID card, passport, state ID card, copy of a birth certificate, Social Security card, Medicaid or Medicare card.
- Proof of Primary Residence – Applicant must provide proof that they live in the housing unit listed on the application; this could include a utility bill in the applicant's or co-applicant's name or identification that shows the same address as the housing unit.
- Copy of Lease Agreement if you have a written lease.
- Copy of most recent mortgage statement(s) if you are requesting mortgage assistance.

Housing Assistance

If you are applying for housing assistance, please be ready to provide the following information:

- Total number of months past due, the specific months you are requesting assistance for, monthly payment amount, total amount of rent or mortgage payments owed since January 21, 2020.
- Landlord or lender contact information

Receiving Assistance

If eligible for assistance, the Program will pay landlords and mortgage companies directly. Before this happens, the applicant must sign the following forms that will be provided by the Program:

- Income Self-Certification Form
- If receiving rental assistance, Landlord/Tenant Agreement (Landlord must also sign)
- Grant Agreement
- Declaration of Citizenship Status

Communication

Please complete if you wish to designate someone to communicate with the SC Stay Processing Agency or act on your behalf:

- Communication Designee Form
- Limited Power of Attorney