

# Onondaga County Emergency Rental Assistance Program

## Application Requirements and Reminders

As a reminder, to complete the application there may be various forms of documentation, files, and proof you will need to have to upload into the application.

Some of the documents you may need depending on what the tenant or renter is eligible for.

If not an active Temporary Assistance or SNAP DSS-ES client, you'll need to upload:

- Unemployment award letter (if currently unemployed, no other documents will be needed).
- Lease (if you have one)
- Demand letter, eviction notice from the Landlord, or court document evidencing pending eviction
- If employed and earn salary/wages, upload most recent paystubs (2 consecutive if paid bi-weekly, 4 consecutive if paid weekly).
- If the claimed COVID hardship was a reduction of work hours, upload also the prior-to-reduction paystubs (2 consecutive if paid bi-weekly, 4 consecutive if paid weekly).
- If self-employed, upload the 2019 tax return (state or federal) and the three (3) most current months of business records which show income, expenses, losses (including but not limited to bank statements from all accounts)
- Unemployment award letter.
- Social Security award letter.

Other documents needed may include:

- If applying for assistance with utility bills owed, utility bill showing arrearages
- If you're a landlord and not currently a vendor registered with Onondaga County, must submit a W-9 to the County. A blank W-9 form can be found [here](#)
- If you're completing this form on behalf of the tenant, you will need to upload a third-party release of information form which can be found [here](#).

Please note: If the applying Tenant already has an open and active Temporary Assistance and/or SNAP case with DSS-ES, no additional documentation will be needed.



**Limited Funds Available.**

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**Need assistance? Call:** 211 or 315-435-2700, select 3 when prompted.

**Email:** [Rental.Assistance@dfa.state.ny.us](mailto:Rental.Assistance@dfa.state.ny.us)



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