

# State of Louisiana's U.S. Treasury Emergency Rental Assistance Program

## LANDLORD DOCUMENT CHECKLIST

### PROOF OF AUTHORITY TO RENT PROPERTY (REQUIRED FOR ALL APPLICATIONS)

Landlords must supply documentation detailing authority for rental property and obligation for rent amount.

The landlord must provide one (1) of the following to establish ownership of property:

- 2020 property tax statement or printout from parish tax assessor establishing property ownership
- Deed or other legal document detailing property ownership
- Other documentation establishing authority to rent property

### PROOF OF TAXPAYER IDENTIFICATION (REQUIRED FOR ALL APPLICATIONS)

Landlords must supply social security number or taxpayer identification number on Form W-9

The landlord must provide the following to establish eligibility:

- Form W-9\*

\*Instructions for completing the W-9 form will be on the application portal

### IDENTITY VERIFICATION (REQUIRED FOR ALL APPLICATIONS)

Landlords must provide a government-issued photo ID as part of the digital signature verification process.

The landlord must provide the following to establish eligibility:

- Government-issued Photo ID

### LEASE DOCUMENTATION (REQUESTED TO EXPEDITE PROCESSING)

Landlords are requested to provide a valid agreement detailing monthly rent amounts and additional terms.

The landlord is requested to provide one (1) of the following to establish eligibility:

- Copy of current lease (preferred)
- Other documentation demonstrating a rental agreement between landlord and renter which may include copies of rental checks, money orders, ledgers, etc.