

Required Documentation for Arlington County CAB Services

DOCUMENTATION OF CRISIS / EMERGENCY & WHY YOU ARE SEEKING ASSISTANCE

<input type="checkbox"/> Proof of Residency for all services (one of the following must be active for at least 90 days): <ul style="list-style-type: none"> <input type="checkbox"/> Current lease in YOUR name <input type="checkbox"/> Notarized Shelter and Residence Expense verification form from current landlord – Form cannot be completed by someone who is the recipient of a housing subsidy <input type="checkbox"/> Notarized letter from current landlord <input type="checkbox"/> Arlington County shelter verification letter <input type="checkbox"/> Connection to either TOW or PathForward for the last 90 days 	<input type="checkbox"/> Identification (one of the following): <ul style="list-style-type: none"> <input type="checkbox"/> State ID (expired no less than 1 year) <input type="checkbox"/> Passport (from any country showing your identity) <input type="checkbox"/> If you are a permanent resident: - Alien Registration Card <input type="checkbox"/> If you are a naturalized citizen: Passport or naturalization papers <input type="checkbox"/> Arlington County VA photo ID
<input type="checkbox"/> Proof of <u>ALL</u> earned income (from ALL adult members of your household): <ul style="list-style-type: none"> <input type="checkbox"/> All consecutive paystubs from the last 30 days <input type="checkbox"/> Employer letter if newly hired <input type="checkbox"/> If unemployed, provide employment termination letter (including date and final pay) <p>*Please note income must not exceed 50% AMI</p>	<input type="checkbox"/> Proof of any other income/money from <u>ALL</u> sources: <ul style="list-style-type: none"> <input type="checkbox"/> Social Security benefits <input type="checkbox"/> Unemployment benefits <input type="checkbox"/> Child Support <input type="checkbox"/> Other income/money source <p style="text-align: center;">_____</p>
<input type="checkbox"/> Current statements / account summaries for <u>ALL</u> open accounts: <ul style="list-style-type: none"> <input type="checkbox"/> Checking account statements dated within the past 90 days (most recent statement must be included) <input type="checkbox"/> Savings account statements dated within the past 90 days (most recent statement must be included) <input type="checkbox"/> Statements from any Electronic card where earnings or benefits are directly deposited (must show 90 day history) 	

If requesting assistance with RENT AND UTILITIES

- ALL** required documentation listed above;
- Current Lease – active at least 90 days **AND**
- Current 5 day Notice/Late Notice or Writ of Eviction (Must be notarized if from private landlord or if not written on official letterhead)
- Monthly rent amount cannot exceed 150% Fair Market Rate (FMR)
- FOR UTILITY ASSISTANCE - Current shut-off notice/disconnect notice with applicant’s name on it

If requesting assistance with a SECURITY DEPOSIT

- ALL** required documentation listed above;
- Letter from HCV (Section 8) worker;
- Current approval letter from new landlord; **AND**
- Eviction Notice, Notice to Vacate, or Notice of Lease termination from previous Arlington unit

If requesting EMERGENCY SHELTER

- Documentation of Arlington County Eviction within the last month from the landlord or court
- Letter from Behavioral Health worker/Homeless outreach worker documenting homelessness