

# RAP MOVE-IN ASSISTANCE DOCUMENTATION LIST

The below documents are needed to determine your eligibility and affordability for the Rental Assistance Program. Please bring all documentation to your appointment.

1. Verifiable documentation from a third-party (written by someone other than yourself) of your current living situation and why you must move. Examples: verification that you are not legally permitted to stay where you are currently living, verification of property being sold, condemned or lease not being renewed (must not be deemed an undesirable tenant), exit date from shelter, institution or program.
2. 30-90 days proof of gross income for each household member.
3. Picture ID and Social Security Cards for all Adult household members. Birth Certificates and Social Security Cards for all children in the household.
4. Approval letter for new residence.
5. Current Bank Statement - including Chime, Cashapp, etc.
6. Proof of County Assistance Benefits - ex. Compass Report
7. All monthly household expenses, such as: Utility Bills (for electric bill contact PPL for an estimated bill for your new residence) **for all other utility bills request information from landlord**, Car payments, Insurance bills, Cell phone bills, Court Fees, Child Care Expenses, Child Support Order.
8. Proof of any family, friends' financial assistance (as applicable)
9. A signed lease will be required before final approval/exit appointment.

**ALL DOCUMENTS MUST BE RETRIEVED FROM YOUR PHONE BEFORE YOUR APPOINTMENT. HAVE ALL THE DOCUMENTS IN ORDER BEFORE YOUR APPOINTMENT.**

**Please arrive at least 10-15 minutes BEFORE your appointment time to complete your Rental Assistance Information Packet. Anyone arriving 15 minutes late for their scheduled appointment will have to reschedule.**

**Appointment Date \_\_\_\_\_ Appointment Time \_\_\_\_\_**

## 2024-2025 RAP INCOME GUIDELINES

HOUSEHOLD SIZE	MAXIMUM YEARLY INCOME	HOUSEHOLD SIZE	MAXIMUM YEARLY INCOME
1	\$30,120	5	\$73,160
2	\$40,880	6	\$83,920
3	\$51,640	7	\$94,680
4	\$62,400	8	\$105,440

For each additional person add \$10,760. All figures are yearly.