



Bell County ERAP Checklist

For Tenants:

- Tenant Application & Demographics Form
- Government Issued ID or Personal ID for at least one household member on the lease
- Copy of Lease Agreement
- Notice of late rent payment OR notice of eviction (if applicable)
- If your landlord has started eviction processing, be prepared to provide the following:
 - Court Docket Number
 - Justice of the Peace Precinct Number
 - County
- Household Income Verification
 - OPTION 1: 2020 Tax Return**
 - Filed 2020 IRS Form 1040
 - Option 2: Proof of income in the last 30 days**
 - Check stubs from employer (must show gross income)
 - Current Unemployment Benefits Letter
 - Current Pension/Retirement Benefit Letter
 - Current SNAP, TANF, Social Security, Disability Award Letter
 - Option 3: Income Certification Form**
- Rental Packet completed by landlord
 - Landlord needs to include a voided check or voided deposit slip

For Landlords:

- Government issued ID (ONLY if individual/sole proprietor)
- Proof of Ownership (Ex. Copy of county's real property record, Appraisal District information that includes the property address)
- Documentation you may help tenants provide:
 - Copy of Lease Agreement
 - Notice of Late Payment/Eviction Notice
- Completed W-9 Form
- If involved in eviction proceedings, provide the following:
 - Court Docket Number
 - Justice of the Peace Precinct
 - County
- Rental packet completed by landlord
 - Landlord needs to include voided check or voided deposit slip
- As the landlord, you will be asked to sign a Landlord Certification.