



Bell County ERAP Checklist

All items on checklist must be turned in. Incomplete applications will not be accepted.

When packet is complete, please call 254-870-9986 for an appointment.

Applications are accepted by appointment only.

For Tenants:

- Tenant Application (completed and signed)
- Household Demographics Form(s) (completed and signed)
- 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 – We must have proof of income or the Income Certification Form for everyone in the household 18 and older (even if they are a student).
 - **OPTION 1: 2021 Tax Return**
 - Filed 2021 IRS Form 1040
 - **Option 2: Proof of income in the last 30 days**
 - Check stubs from employer (must show date, gross income, employer name, and client name)
 - Current Unemployment Benefits Letter
 - Current Pension/Retirement Benefit Letter
 - Current SNAP, TANF, Social Security, Disability Award Letter
 - **Option 3: Income Certification Form**
 - This form should be filled out ONLY if client receives zero (0) income or gets paid cash.
- Rental Assistance Packet completed by landlord.

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 and owner's name)
- Documentation you may help tenants provide:
 - Copy of Lease Agreement
 - Notice of Late Payment/Eviction Notice
- Completed W-9 Form (application will be denied without completed/signed W9)
- If involved in eviction proceedings, provide the following:
 - Court Docket Number - Justice of the Peace Precinct - County
- Rental Assistance Packet/Landlord Certification (completed & signed)
 - Landlord must include **voided check** for direct deposits.