

# Housing Support Services Documents Checklist

 IHA DPA HCS

If you are from a low- or moderate-income household and you lost your primary residence in the 2020 Labor Day Disasters, the ReOregon Housing Support Services (HSS) program can help.

To apply for HSS, you will need to provide documents to support your application. Use this checklist to keep track of everything you need.

You can find detailed information about the list on [re.oregon.gov](https://re.oregon.gov). If you have questions, please call **877-510-6800** or email [housingsupport@reoregon.org](mailto:housingsupport@reoregon.org). We are happy to assist you.

Below are the required types of documents. Acceptable forms of proof are listed on the following pages. If these are not available, the program may consider other evidence that you provide.

## Required Documentation

- ☐ Proof of identity
- ☐ Verification of income
- ☐ Proof of occupancy and primary residency
- ☐ Property damage verification

## If Applicable

- ☐ Proof of other assistance received
- ☐ Proof of monthly housing costs
- ☐ Power of attorney

### Got Questions?

Email: [housingsupport@reoregon.org](mailto:housingsupport@reoregon.org)  
Call: 877-510-6800 or 541-250-0938

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## Proof of identity *(required)*

You and any co-applicant must prove your identity to make sure any benefits are correctly awarded to you.

**Note:** U.S. citizenship or legal residency in the United States is not a requirement for participating in HSS.

### ☐ Provide one of the following forms of identification that contains a photograph:

- Driver's license (not expired more than 13 years)
- State-issued ID (not expired more than 13 years)
- Passport or passport card (not expired more than five years)
- Current military or armed forces ID
- Current Oregon federally recognized Tribal ID
- Oregon concealed weapon/handgun license (not expired more than five years)
- Oregon Department of Corrections release ID (issued after 2005)
- Consular ID (not expired more than five years)
- Valid foreign passport
- Certificate of Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- Permanent resident card or alien registration receipt card (Form I-151 or I-551)
- Valid employment authorization card (Form I-688)
- Valid reentry permit (Form I-327)
- Valid employment authorization document issued by INS (Form I-688B)

### ☐ If the above options are unavailable, provide two of the following:

- Social Security card
- Birth certificate
- Voter registration card
- Medicare or Medicaid card
- Health insurance card
- U.S. marriage license or certificate or record of marriage
- W-2 or 1099 tax form
- Oregon student ID (issued within the last five years)
- School registration



## Verification of income *(required)*

You will need to provide documents that show your household's current income. All household members ages 18+ are required to state their income (including members with zero income).

### ☐ Household members who file tax returns must submit one of the following:

- Income Verification section of the application completed for each household member (including minors)
- Most recent (signed and submitted) federal tax return (IRS Form 1040, 8870, or 4506-T) for each member of the household ages 18 years and older



☐ **Household members who do not file tax returns must submit documentation of all income sources, including wages, pension payments, investment income, child support, etc.**

- **W-2 or 1099 Forms:** W-2 and/or 1099 forms for the year 2023
- **Pay Statements:** three consecutive months of paystubs (e.g., three paystubs if paid monthly, six paystubs if paid biweekly, or 12 paystubs if paid weekly)
- **Signed Employer Statement:** a signed statement by the employer that includes date of employment, current position, wages and frequency of pay, employer name, and contact information
- **IRA Distributions:** 1099-R or yearly statement for the year 2023
- **Investment Income:** 1099-B, 1099-DIV, 1099-INT, and/or 1099-MISC form for the year 2023 OR the most recent monthly or quarterly account statement
- **Pension or Annuity:** pension and/or annuity annual statement for the year 2023, OR the most recent monthly or quarterly account statement, OR the last three consecutive months of check stubs with date
- **Retirement:** retirement annual statement for the year 2023, OR the most recent monthly or quarterly account statement, OR the last three consecutive months of check stubs with date
- **Social Security:** Social Security retirement, disability, or supplemental income statement for the year 2023, OR the most recent award or benefit letter, OR computer printout from court or public agency stating the payments and dates
- **Alimony:** copies of the last three months of checks, with recording date and check number, OR the payment ledger from the court, OR a copy of the divorce decree
- **Child Support:** copies of the last three months of checks, with recording date and check number, OR the payment ledger from the court, OR a copy of the divorce decree
- **Unemployment Compensation:** 1099-G statement for the year 2023, OR the most recent check stubs with payment and date, OR the most recent award or benefit letter, OR computer printout from court or public agency stating the payments and dates
- **Public Benefits:** the most recent check stubs with payment and date, OR the most recent award or benefit letter, OR computer printout from court or public agency stating the payments and dates. Examples: Temporary Assistance for Needy Families, Federal Disability, etc.
- **Income from Business Including Rental Properties:** complete a Certification of Income from Business Form (found in the appendices). All household members who are 18 years or older and receive income from business should sign and date the form, certifying the income received during the specified time frame. For rental properties, upload copies of recent rent checks, lease, and receipts for expenses.
- **Recurring Cash Contributions:** complete a Certification of Recurring Cash Contributions Form (found in the appendices). All household members who are 18 years or older and receive recurring cash contributions should sign and date the form, certifying they receive cash income at the identified intervals.
- **Zero Income:** complete a Certification of Zero Income Form (see the appendices). All household members who are 18 years or older and receive no income should sign and date the form, certifying they do not receive income from any of the listed sources.
- **Other Income:** provide corresponding third-party support and/or payment documentation



## Proof of occupancy and primary residency *(required)*

You must provide supporting documentation that includes the damaged or destroyed home address, dated on or before Sept. 7, 2020, that lists you as the resident.

☐ **Provide one of the following:**

- Federal Emergency Management Agency (FEMA) determination letters (that specify primary residence)
- Small Business Administration (SBA) determination letters (that specify primary residence)
- 2020 tax return (Form 1040) or request for extension
- Government-issued ID
- Homeowner insurance policy (that specifies primary residence)



☐ If one of the above cannot be provided, submit two of the following:

- Utility bill or letter from utility company confirming services to your home, in your name, in August/September 2020
- Credit card or bank statement for August/September 2020 with damaged address listed
- Voter or school registration (from time of the disaster with names of the applicant(s) or minor child)
- Federal benefits documentation (WIC; Medicare; unemployment; Temporary Assistance for Needy Families)

☐ Special circumstances (if above proof cannot be provided):

- Active military duty or deployment: evidence of assignment away from primary residence at the time of the disaster
- Living elsewhere due to illness
- Incarceration
- Nursing home/assisted living



## Property damage verification (required)

Property must have been damaged as a direct result of the 2020 Labor Day Disasters.

☐ Submit one of the following, if available:

- Proof of disaster assistance received
  - Documents from federal (including FEMA or SBA award letters with description of qualifying costs), state, insurance, or other sources, which may include verified home loss, insurance adjuster estimates, or property payout
- Proof of damages, including damage assessments, before and after photos, or any other documentation



## Proof of other assistance received (if applicable)

- Renters Insurance Policy Declaration
- FEMA Rental Assistance Award Letter(s)
- FEMA Temporary Housing Unit Award Letter
- Oregon Housing and Community Services Wildfire Recovery and Resilience Account Award Letter
- Oregon Housing and Community Services Wildfire Damage Housing Relief Award Letter
- Legal Settlement Award
- COVID-19 Emergency Rental Assistance (ERA) Award Letter(s)



## Proof of monthly housing costs (if applicable)

- **Rent:** current lease or other written rental agreement, OR three months of rental payment receipts, OR sworn affidavit of rental payments made (signed by property owner and tenant)
- **Mortgage Payments:** current mortgage statement
- **Property Taxes:** current mortgage statement (if it includes property taxes) OR property tax statement or invoice
- **Homeowners Insurance:** current mortgage statement (if it includes homeowners insurance) OR current homeowners insurance statement or invoice
- **Homeowners Association (HOA) Fees:** HOA agreement or written invoice or statement of fees OR current mortgage statement (if it includes HOA fees)
- **Personal Property/Chattel Loans for Manufactured, Modular, Park Model, or Tiny Homes:** monthly loan statement
- **Manufactured Housing Park Pad/Space Rent:** Current pad lease or written rental agreement, OR three months of pad rent payment receipts
- **Land Lease:** current land lease agreement OR monthly invoice or statement



## **Power of attorney** *(if applicable)*

- Power of attorney document **and**
- Identification of the power of attorney

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