

**TENANT WORKSHEET FOR THE
MARYLAND ASSISTED HOUSING RELIEF PROGRAM**

The following information must be inputted into the application portal for each household. This worksheet can be used to collect information prior to online submission. It is for property records only and is not required to be submitted with the online application. A copy must be kept on file with the other program documents.

Property Information

Property Name _____

Unit Address _____ MD
Street Unit # City State Zip

Primary Tenant Information

Legal Name
(must match name on lease) _____

Date of Birth
(MM/DD/YYYY) _____

Phone (XXX) XXX-XXXX _____

Email _____

Gender (Circle One) Male Female Trans Male Trans Female Gender Non-Conforming Client Doesn't Know Client Refused

Ethnicity (Circle One) Hispanic/Latino Non-Hispanic/Non-Latino Client Doesn't Know Client Refused

Race (Circle One) Black/African-American White Asian American Indian/Alaskan Native

Multiracial: American Indian/Alaskan Native & White Multiracial: Asian & White Multiracial: Black/African-American & White Multiracial: American Indian/Alaskan Native & Black/African American

Other Multiracial Client Doesn't Know Client Refused

Subpopulation (Circle All That Apply) Elderly (62 and older) Disabled Homeless Veteran Youth (under 25)

Has an unlawful detainer petition been filed for this tenant with in the past year? Yes No

If yes,
Date petition Filed (MM/DD/YYYY) _____

Next Court Hearing Date (MM/DD/YYYY) _____

Household Information

Number of Persons in Household _____

Total Household Income

Note: Income must be below 80% of Statewide AMI based on Household Size to be eligible for the AHRP

\$ _____

Statewide Income Limits								
Household Size	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8+ People
80% of AMI	\$55,950	\$63,900	\$71,900	\$79,900	\$86,300	\$92,700	\$99,100	\$105,450

Note: Households that are unable to provide documentation to verify household income for the full previous calendar year must complete this certification every 3 months. Documentation includes paystubs, W-2s or other wage statements, tax filings, bank statements demonstrating regular income, or an attestation from an employer. If the household income has been verified to be at or below 80% of the area median income through a local, state, or federal government assistance program, you may submit a determination letter from the government agency that verified the household income or the Tenant Income Certification if the determination was made within the last 12 months.

Was household income verified for previous calendar year using paystubs, W-2s, fax filings, bank statements, or attestation from an employer? If the household is in an income restricted unit or voucher and their income was certified within the previous 12 months, then the Tenant Income Certification or letter from the PHA is sufficient documentation for this category. Yes No

If No,

Was household income verified by confirming the household’s current monthly income?

Note: If Using Monthly Income you must multiply it to determine annual household income.

For example, if the applicant provides income information for two months, you should multiply it by six to determine the annual amount. Yes No

If a household qualifies based on monthly income, you must re-determine the household income eligibility every three months for the duration of assistance.

If No,

Was household income verified by self-attestation only because the tenant was unable to provide other documentation?

Note: If a household qualifies based on self-attestation, you must re-determine the household income eligibility every three months for the duration of assistance. Yes No

Efforts must be made to collect documentation to verify income before self-attestations can be accepted as sole income verification documentation.

Primary COVID-19 Financial Hardship: Qualifies for Reduction in Household Incurred Significant Costs
 (Circle One) Unemployment Income

Was Any Adult in Household Unemployed for Last 90 days? Yes No

Rent Information

Monthly Unit Rent \$ _____

Does this household receive a monthly federal subsidy (e.g., a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income? Yes No

If Yes,
Has the tenant requested an income recertification due to loss of income? Yes No

Type of federal subsidy
(Circle if Applicable)
Note: Other Subsidies must be approved by
DHCD BEFORE applying

	LIHTC	Housing Choice Voucher	Project- Based Rental Assistance	Public Housing	Other
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Delinquent Rent Requested in Application:

January 2021	\$ _____	January 2022	\$ _____
February 2021	\$ _____	February 2022	\$ _____
March 2021	\$ _____	March 2022	\$ _____
April 2021	\$ _____	April 2022	\$ _____
May 2021	\$ _____	May 2022	\$ _____
June 2021	\$ _____	June 2022	\$ _____
July 2021	\$ _____	July 2022	\$ _____
August 2021	\$ _____	August 2022	\$ _____
September 2021	\$ _____	September 2022	\$ _____
October 2021	\$ _____	October 2022	\$ _____
November 2021	\$ _____	November 2022	\$ _____
December 2021	\$ _____	December 2022	\$ _____

Total Request: _____

Total Months Requested: _____

***Note – Households are only eligible for a maximum of 18 months of assistance from ERAP funds. This includes ERAP funds received from county programs.**

Does rent include utilities or home energy costs paid by property owner? Yes No

If yes, break out amounts consisting of utilities and/or home energy costs and state type of evidence of payment to the provider of utility services – bill, invoice, other (list)
