

Rent Assessments must include the following prior to emailing CAO

- ✓ Household Assessment Application
- ✓ IDs for everyone 18 and older
- ✓ Verification of Income for all adults 18 and older of the household: for the past 12 full months or for the full 30 days prior to the application date is needed.
 - Income Self Attestation may be used (*ONLY if verification of income is not available*)
- ✓ Household Eligibility Self-Certification Form
- ✓ Grievance Procedure ROI
- ✓ Landlord ROI
- ✓ Written nonpayment of rent notice from landlord
- ✓ Copy of a signed rental lease/contract

No nonpayment Notice:

- An amount *must* be due: Verify amount owed using ledger or tenant portal snapshot.
- All adults in the household must be listed on the rental contract/lease.
- Address must be Inside Urban Growth Boundary <https://gis.oregonmetro.gov/metromap-legacy/>