

One Shot Deal Required Document List

These are only suggestions for types of documents. Some forms of proof may meet more than one requirement, like lease for legal occupancy and rent amount. Reach out to your LSNYC mentor if you are having trouble getting a particular type of document.

Documentation for:	Possible Documents
Identification (one form of proof per household member)	<ul style="list-style-type: none"> ➤ Driver's License/Non-Driver ID ➤ Passport ➤ Birth Certificate ➤ NYC ID ➤ Social Security card
Future Affordability of Rent (how you will pay ongoing rent)	<ul style="list-style-type: none"> ➤ Pay stubs and/or statement of tips ➤ Letter from Employer ➤ Self-employment earnings records ➤ Social Security Award Letter ➤ Pension award letter ➤ Proof of housing subsidy ➤ W146E Third Party form and proof of third party income ➤ Child support order ➤ Proof of housing subsidy ➤ Proof of SCRIE/DRIE benefit
Monthly Housing Cost	<ul style="list-style-type: none"> ➤ Current lease ➤ Rent bill ➤ Landlord letter ➤ Housing court documents
Amount Owed in Rent	<ul style="list-style-type: none"> ➤ Current rent breakdown ➤ Recent court stipulation ➤ Statement from landlord
Risk of Eviction	<ul style="list-style-type: none"> ➤ Housing Court papers ➤ Rent Demand ➤ Rent breakdown ➤ Letter from landlord

Future Legal Occupancy	<ul style="list-style-type: none">➤ Lease➤ Housing court papers with tenant name➤ Letter from landlord➤ Court stipulation
Reason for arrears (if applicable)	<ul style="list-style-type: none">➤ Medical bills or doctor's letter➤ Dependent care costs➤ Funeral bills➤ Job termination letter
Money toward rent owed (if applicable)	<ul style="list-style-type: none">➤ Proof of current month's rent payment (money order/rent receipt)➤ Commitment letter from charity➤ Commitment from third party