



P.O. Box 1222 • Jonesboro, GA 30237 • 770-477-2385 Fax • 770-477-2365

Rental Assistance Checklist

In order to receive payment, all items from the check list must be submitted and application filled out in its entirety. CHECKS WILL ONLY BE AVAILABLE ONCE A MONTH, STARTING ON THE 29TH OF EACH MONTH.

How to Submit Documentation:

Email all documents to Bria Murray at bmurray@houseofdawn.org. Items emailed will be processed faster. Drop off at 182 D S. Main St. Jonesboro, GA 30236. Items can be left in the agencies drop off box.

___ Rental Assistance Application

___ Completed W9 Form to be filled out by the Apartment Complex or Landlord

___ Income Verification Documentation (choose one bullet)

- Check stub (Last 4)
- Employment letter from your employer
- Department of Labor unemployment verification

___ Proof of Covid Verification

~Proof of unemployment

~Department of labor approval

~Letter from employer (stating affected by Covid)

___ Proof of residency in Clayton County (choose one bullet)

- Two utility bills
- Copy of lease
- Mortgage statement

___ I.D.

___ Lead Based Paint Disclosure