



Delaware Housing Assistance Program (DE HAP)

Document Checklist

Below is a checklist to help make sure you have all the documents required before submitting an application in the DE HAP application portal.

If any of these items or missing or not signed where indicated, the application cannot be approved until they are submitted and will be reopened for you to make edits.

Required Documents:

1. **Copy of lease/rental agreement**
2. **Completed W-9 form** (completed/signed by landlord/property owner)
3. **Photo ID** for head of household (tenant)
4. **Tenant Application Form** (to be filled out and signed by the tenant electronically, or printed, signed, scanned and uploaded)
5. **Documentation of COVID-related impact on employment or income**, which may include:
 - Notice of layoff or furlough; OR
 - Confirmation of receipt of Unemployment Benefits; OR
 - Employer Verification Form, if no other employment documentation available (must be signed by employer); OR
 - Self-Employment Verification Form (if applicable)

All documents must be submitted **by the property owner or manager** via the application portal.

Please Note

The portal accepts applications at the property level. If you have applications for more than one tenant at one property, please enter additional tenants for that property. Do not make a duplicate listing for the same property. If you have already submitted and need to add tenants, email dehap@destatehousing.com with the property number and it will be reopened for you to edit.

For more information, visit DSHA's website www.destatehousing.com or email dehap@destatehousing.com with questions.