



City of Santa Ana CARES for Tenants Program Co-Tenant Certification

Co-Tenants who operate as individual households with unrelated incomes, budgets, and obligations will be treated as separate households for purposes of assistance. In addition to meeting the program eligibility criteria, Co-Tenancy households shall provide all of the following information:

1. Documentation of household size (e.g., tax returns, other subsidy program documentation).
2. The Co-Tenancy agreement that clearly identifies who is responsible for which household costs. (It is preferable that this agreement be in writing and signed by all Co-Tenants – it does not have to be from the same time as the lease, but it should identify current household cost splits.)
3. Documentation of respective rental and utilities arrears, and certification of respective inability to make current and prospective rent and utilities payments.

A Co-Tenant applicant that can document separate income and costs should be treated like an individual household and should be qualified based on the household income limits of the documented household size without including the Co-Tenants or their income in the application.

INSTRUCTIONS FOR APPLICANT: In order to certify that you (the applicant) and your co-tenant(s) maintain individual households with unrelated incomes, budgets and obligations both you and your co-tenant(s) must complete this form and each attach your 2021 tax return.

A “co-tenant” is considered an adult over the age of 18 listed on the lease with you (the applicant), legally binding each of you to the full monthly rental amount and rental terms. If eligible, you (the applicant) will receive assistance only for your portion of rental arrears owed and/or up to 3 months of prospective rental assistance. The total amount of financial assistance an eligible household may receive must not exceed 18 months. If a co-tenant is also seeking assistance, they must submit a separate application. Failure to complete this form and provide the accompanying documentation within the deadline set by your case manager will result in a denial of your application for additional rental assistance.

Applicant Full Name: _____

Case ID #: _____
(If known)

Address: _____



Current Monthly Rental Amount: \$ _____

	APPLICANT	CO-TENANT #1	CO-TENANT #2	CO-TENANT #3	CO-TENANT #4	TOTAL
Monthly Rental Amount for Which Each Co-Tenant is Responsible						
Monthly Utilities for Which Each Co-Tenant is Responsible By Dollar Amount						

APPLICANT CERTIFICATION:

By signing this document, I certify under penalty of perjury that I maintain a separate household than my co-tenant(s) with unrelated incomes, budgets and obligations, and I acknowledge that such information is subject to verification. This organization is supported with Federal funding. According to Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statement to any department of the United States Government. By providing my signature below, I certify under penalty of perjury, that all the information on this application is correct to the best of my knowledge and belief, and I acknowledge that such information is subject to verification. I also acknowledge that my failure to provide necessary documents within a reasonable period of time or falsification of this information shall be grounds for my denial of assistance, and that I may be subject to prosecution under the law. I authorize the release of said information to local, State and/or Federal agencies and to City Santa Ana staff within five years of this date.

Full Name: _____
Signature: _____
Telephone: _____
E-mail: _____
Date: _____

PLEASE NOTE: Your signature must be hand-written, signed digitally by hand or through a verifiable electronic signature (i.e. DocuSign or Adobe E-Signature). A typed signature may not be accepted.



CO-TENANT # 1 CERTIFICATION:

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Relationship to tenant: _____
Are you still living at the applicant's address? YES or NO

Full Name: _____
Signature: _____
Telephone: _____
E-mail: _____
Date: _____

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CO-TENANT # 2 CERTIFICATION:

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Relationship to tenant: _____
Are you still living at the applicant's address? YES or NO

Full Name: _____
Signature: _____
Telephone: _____
E-mail: _____
Date: _____

PLEASE NOTE: Your signature must be hand-written, signed digitally by hand or through a verifiable electronic signature (i.e. DocuSign or Adobe E-Signature). A typed signature may not be accepted.



CO-TENANT # 3 CERTIFICATION:

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Relationship to tenant: _____
Are you still living at the applicant's address? YES or NO

Full Name: _____
Signature: _____
Telephone: _____
E-mail: _____
Date: _____

PLEASE NOTE: Your signature must be hand-written, signed digitally by hand or through a verifiable electronic signature (i.e. DocuSign or Adobe E-Signature). A typed signature may not be accepted.

CO-TENANT # 4 CERTIFICATION:

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Relationship to tenant: _____
Are you still living at the applicant's address? YES or NO

Full Name: _____
Signature: _____
Telephone: _____
E-mail: _____
Date: _____

PLEASE NOTE: Your signature must be hand-written, signed digitally by hand or through a verifiable electronic signature (i.e. DocuSign or Adobe E-Signature). A typed signature may not be accepted.