



Santa Clara Pueblo Housing Authority

201 Road Runner Road, Espanola NM 87532-1313

Phone: (505)-753-6170 Fax: (505) 257-3715

info@scphousing.org – www.scphousing.org

Dear Applicant:

Thank you for your interest in the Santa Clara Pueblo Housing Authority (SCPHA) Emergency Rental Assistance (ERA) Program. To complete the SCPHA ERA Program application, the following documentation is required for all individuals 18 years of age or older that will be listed on the Application, if applicable:

- Copy of SCP Enrollment Card or Non-Member Residency Card
- Copy of Social Security Card
- Income Documentation (*such as monthly wage statements, monthly interest statements, monthly unemployment compensation statements, SSI, or copy of IRS Form 1040 filed for the household in 2020 with the Internal Revenue Service*)

If requesting Rent Assistance,

- Copy of Rental or Lease Purchase Agreement
- Signed Statement by the Landlord and Applicant stating delinquent amount owed

If requesting Utilities Assistance,

- Bill(s), Invoice(s), Receipt(s) and/ or written attestation

If requesting Other Energy Cost Assistance,

- Bill(s), Invoice(s), Receipt(s) and/ or written attestation

Should you have any questions, please contact our office at (505) 753-6170 during our office hours from Monday through Friday, 8:00 am to 4:30 pm or email Angela Naranjo-Gutierrez at angelang@scphousing.org.