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## **Qualifications for Emergency Rental Assistance**

1. Applicant must reside within the City limits of Champaign, or be moving to an address within the City limits
2. Applicant must have a verifiable source of recurring income.
3. Applicants rent can **NOT** exceed half of their household monthly income.
4. Applicant amount request can **NOT** exceed \$400

## **Verification for Emergency Rental Assistance**

1. Completed signed application
2. Driver's License/State ID for all adults in the household
3. Social Security card for primary applicant
4. Proof of income for the last 30 days including Paystubs, Child Support, Social Security, Pensions, and gifts from family/friends etc.
5. Current lease
6. Documentation of how remainder will be paid

**\*All documentation must be received within 15 days of initial contact.**

**\*All applications must be completed in full prior to consideration**

**\*Availability of funds may take up to 10 days after application is processed and approved**

**\*This is a one-time assistance available to a household once in a 2-year period.**



# APPLICATION FOR GENERAL ASSISTANCE

City or Township: City of Champaign Township Date Issued: \_\_\_\_\_  
 County: Champaign Date Returned: \_\_\_\_\_  
 Record Number: \_\_\_\_\_

Information required in this application applies to the head of the family and all dependents for whom the application is made.

**1. General Information**

Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Husband's First Name and Middle Initial: \_\_\_\_\_ Wife's First Name and Middle Initial: \_\_\_\_\_  
 Other Names or Spellings: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date Moved In: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_  
 Previous Three Addresses (including city and state):  
 Address 1: \_\_\_\_\_ Date Moved In: \_\_\_\_\_  
 Address 2: \_\_\_\_\_ Date Moved In: \_\_\_\_\_  
 Address 3: \_\_\_\_\_ Date Moved In: \_\_\_\_\_  
 My family and I have lived in this township since \_\_\_\_\_ this county since \_\_\_\_\_  
 and this state since \_\_\_\_\_  
 Our last address before moving to Illinois was \_\_\_\_\_

I am now asking for assistance for myself and the following members of my family, who reside with me.

Name			Date of Birth			Birthplace		Relationship	Illinois Department of Employment Security Registration Number	Social Security Number
First	Middle	Last	Month	Day	Year	City	State			
								Self/ Applicant		

In addition to those listed above, the following relatives, boarders, lodgers and other persons, for whom I am not seeking assistance, are living in the same house.

Name			Age	Relationship	Present Means of Support	Amount Paid Monthly for Board, Lodging, or Share of Household Expenses
First	Middle	Last				

**2. Why do you need assistance?**



# APPLICATION FOR GENERAL ASSISTANCE

### 3. Personal and Occupational Information

**Marital Status:**  Married  Single  Widowed  Divorced  Separated  Deserted

If married, date of marriage: \_\_\_\_\_ Location of Marriage: \_\_\_\_\_

If separated, state reason: \_\_\_\_\_

The present address of my spouse, with whom I am not living, is: \_\_\_\_\_

Is there a court order for child support?  Yes  No

**Living Arrangement:**  Rent  Own

**If rent, Landlord's Name:** \_\_\_\_\_ **Landlord's Address:** \_\_\_\_\_

**Related to Landlord?**  Yes  No **If related, relationship to landlord:** \_\_\_\_\_

**Military Service:** Does any member of your family have current or previous military service?  Yes  No

If "Yes", who has current or previous military service? \_\_\_\_\_

**Date of Enlistment:** \_\_\_\_\_ **Date of Discharge:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

**If family member has current/previous military service, he/she:**  
 received Adjusted Compensation  did not receive Adjusted Compensation  receives pension or other income from such service  does not receive pension or other income from such service

**Past Employment:** List last employer and two longest term employers for applicant and any other family member with work history.

Family Member	Name and Address of Employer	Type Work	Monthly Wage	Start Date	End Date	Reason for Leaving

Present Income and Other Financial Information: Fill in every blank. If none, write "None".  
Resources:

Sources	Person Receiving	Employer's Name and Address or Description of Resource	Weekly Amount
Employment: Salary			
Employment: Commissions			
Profits from: Business			
Profits from: Employment in Home			
Profits from: Sales			
Other: (specify)			

Public Assistance and Related Public Benefits

Sources	Person Receiving	Amount	Source	Person Receiving	Amount
TANF			RSDI		
AABD			Other		
General Assistance			Other		



# APPLICATION FOR GENERAL ASSISTANCE

**Other Cash Resources**

Sources	Name of Person	Amount	Sources	Name of Person	Amount
Cash on Hand			Lodges/Unions		
Savings			Annuities		
Bank Accounts			Alimony/Child Support		
Unemployment Benefits			Estates/Court Orders		
Worker's Compensation			Friends/Relatives		
Veteran's Benefits			Government Bonds		
Other Income			Other Income		

**Banks Accounts Held by Any Family Member**

Family Member Holding Account	Name and Address of Bank	Amount of Deposit or Date of Last Withdrawal

**Safety Deposit Boxes Held by Any Family Member**

Family Member Holding Box	Location of Box	Contents

**Personal Property (i.e., securities, stocks, bonds, jewelry, livestock) Held by Any Family Member**

Owned By	Description	Present Sale Value

**Real Estate Owned, in Whole or Part, by Any Family Member**

Recorded Owner	Address	Description	Present Value	Date Purchased	Date Last Taxes Paid	Amount Last Taxes Paid	Present Monthly Income

**Vehicles and Farm Equipment Owned by Any Family Member**

Owner	Year	Make	Model	Date Purchased	License Number	Year Issued	Present Sale Value



# APPLICATION FOR GENERAL ASSISTANCE

**Life Insurance Policies, Current or Lapsed, Held by Any Family Member**

Person Insured	Name of Company	Type Policy	Amount	Monthly Premium	Date Last Premium Paid	Loans Made	
						Date	Amount

**Medical, Hospital, Surgical, or Other Health Benefits Available to Any Family Member**

Name of Company	Type of Coverage	Annual Premium

I understand that if I want someone else to apply for General Assistance for me, and I am mentally and physically able to apply, I must provide a written statement that gives the person permission to apply on my behalf. The statement must include the full name, address and telephone number of the person applying for me. The statement must say that I am still responsible for the information that the person applying for me gives to the local General Assistance office. The statement must also say that I am liable for repaying benefits that were received due to incorrect or incomplete information provided by an approved representative.

This application must be signed by the applicant, however, if the person is too ill, or otherwise mentally or physically unable to complete an application, this application may be filed by the spouse, parent, child, adult sibling, or other relative. If there are no relatives this application may be signed by any other person able to furnish necessary information with reasonable competence.

I have this application for General Assistance and declare under penalties of perjury that, to the best of my knowledge and belief, the information supplied in this application and all accompanying statements is true and correct, and that it is a complete statement of all income, assets, or resources belonging to me or to any member of my immediate family.

I agree to notify the Supervisor of General Assistance of any change whatsoever in need, or in the resources listed herein, or any new or additional income or resources. Further, I hereby authorize any person, bank, firm, corporation, transfer agent, agency, institution or the Department of Human Services to furnish the Supervisor of General Assistance whatever information that may be requested relative to accounts, deposits, investments, securities, Railroad System Disability Income benefits, or business of any kind whatsoever.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby make Application for General Assistance on behalf of the person named below and certify that, to the best of my knowledge and belief, the information furnished herein is a true statement of his/her income, assets and resources.

Applicant: \_\_\_\_\_ Applicant Representative Signature: \_\_\_\_\_

Applicant Representative Address: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_