

NAME: \_\_\_\_\_

- Application completed in its entirety
- Copy of ID and Social Security cards for all members in the household
  - Dependents under the age of 18 do not need to provide ID unless they contribute to the household's income, but you do need to provide copies of their social security number in some fashion
- Pre-Approval Forms - Release of information, Notice of Benefits, Notice of Rights & ID Protection Policy
- Copy of **current** lease, signed
- Proof of Income for the past **30** days OR a letter from an employer stating hours, rate of pay & start date
- Proof of Hardship (reason you cannot afford to pay rent)
  - This cannot be a handwritten note explaining your hardship. You must have third-party proof that a hardship has affected your finances (i.e.) you had to pay \$1,500 to get your car repaired. You would provide the car repair bill after you have paid it.
- Payment Ledger (get from landlord) showing all charges & payments on the rental account for the past 6 months.

**ADDITIONAL DOCUMENTS THAT MAY BE NEEDED**

**IF YOU ARE SEEKING ASSISTANCE WITH EVICTION PROCEEDINGS, you MUST provide**

- 5 Day Notice from landlord OR Court-ordered eviction notice
- Proof you have paid your balance down to \$800 or less

**--SEEKING ASSISTANCE WITH DEPOSIT(only applies to literally homeless households)--**

- Homelessness Verification- i.e.)letter from a homeless provider OR homeless verification form completed. This would be proof of hardship
- Lease offer OR that provides the following: exact address being offered, rent amount and deposit amount, and what is owed on the account total.

**We do NOT pay for the following: Utilities of any kind, late fees, parking fees, pet fees or other existing fees within your lease agreement. We pay only the base rent. If you have to pay your balance down to \$800 or less, you will be required to pay these fees if they are listed on your payment ledger.**

**You MUST return the completed application & all documents listed to be considered for the assistance.**

**Please allow for 7-10 business days to process your application. The Emergency Assistance Case Manager will reach out to you with next steps.**