****

**Emergency Assistance Fund – Rent/Mortgage Form**

**This form must be completed in its entirety by the Organization providing service, as all information is required, for each rent/mortgage payment made with Emergency Assistance Funds. Failure to provide complete, required information will result in a compliance exception.**

Client Information: Date (month/day/year):

Client Name:

Client Address:

***(complete street address)***

***(city/state/zip)***

**Type of Assistance: Rent (*check one*) Mortgage (*check one*)**

* **Past due rent  Past due mortgage**
* **Current month’s rent  Current month’s mortgage**
* **First month’s rent (effective/move in date ) (month/day/year)**

The monthly rent/mortgage payment is $ The total owed (including the amount above) is $ The one month amount being paid by this agency is $ The amount being paid is for the month of (*month/year*) The one month amount being paid is/was due on (*month/day/year*) The one month amount being paid is past due in its entirety at time of payment (*check one*): Yes No

Number of people in the household: Adults (18 and over) and Children (Under 18 years old)

Emergency Assistance Fund guidelines allow for the payment of mortgage principal and interest only. Current rent/mortgage payments may be made up to 10 calendar days before the due date. First month’s rent may be paid up to 30 days prior to move-in date. No deposits, escrow fees, late fees, etc. are eligible when providing assistance to individuals/households. First month’s mortgages are not allowed.

Verification (To be completed by Organization’s staff):

**Staff Name:** **Staff Signature:** **Date (*month/day/year*):**

Landlord/Mortgage Holder Verification (To be completed by the landlord/mortgage holder):

This is to confirm that rent/mortgage for for the property

***(name of individual or family)***

at with

***(complete address, street number and name, city, state, zip code)***

**a monthly rent amount of $ (*rent only: includes no deposits, late fees, or other charges*) or with a mortgage with a monthly payment of $ (*principal and interest only; no escrow payments or other fees*) is/was**

due on . The total amount currently owed is $ . The individual/

***(month/day/year)***

family now has rent/mortgage due/past due for the month(s) of .

***(month/year***

Landlord/Mortgage Holder Name: Phone: Address:

***(street/city/state)***

Landlord /Mortgage Holder Signature: Date (Mo/Day/YR):

**Important:** Payment will guarantee residency for an additional 30 days!