To be eligible:

1. Seeking *late* rent or *past due* utility (gas, water, or electric only) assistance and must meet all eligibility requirements.

2. Must have all required documents.

3. During COVID-19: Must be able to communicate via email and a phone for the potential appointment with Case Manager.

Eligibility Requirements

• A late notice for a utility bill will be accepted instead of a termination notice if the bill shows a past due amount.

• A rental ledger showing the amount of late rent due (must be for the current month) will be accepted instead of a late or eviction notice.

• Must have proof of income: during COVID-19: they may show three previous paystubs: The last paystub they were paid and two after showing reduced or loss of income *OR* letter from the employer on their letterhead typed *OR* proof of recent application to Unemployment. During non-COVID-19 situations: proof of current income including, but not limited to, pay-stubs, Unemployment benefits, Disability, SSI (social security, etc.).

• Must have a lease in their name and not be renting a basement/room or renting from a family member.

• For those showing impact by COVID-19: assistance “once in a year/twice in 10 years” policy is not in effect (if the individual's income was affected directly by COVID-19. \*We will assist at least once in FY21 and with Director approval may help an additional time.

Required Documents

• **Photo ID** (not expired) of each leaseholder.

• A signed lease to include terms of lease (i.e. general info listed like leaseholder name/address, landlord name, monthly rent amount, etc.).

• For rent: during COVID-19: a **rental ledge**r which is provided by the property manager or an online account showing payments made AND the current balance. \*If the current balance listed is not at the required amount to be eligible, they must show pledge letters from other organizations and/or churches or money orders to make the difference. During all other times: a ***late or eviction notice***.

• For utility: during COVID-19: **a *past due* utility bill**. During all other times: a ***disconnect notice.***

• Proof of income: during COVID-19: they may show three previous paystubs: The last paystub they were paid and two after showing reduced or loss of income *OR* letter from the employer on their letterhead typed *OR* proof of recent application to Unemployment. During non-COVID-19 situations: proof of current income including, but not limited to, pay-stubs, Unemployment benefits, Disability, SSI (social security, etc.).

• For rent: a completed **W-9 IRS tax form** from the landlord/property manager signed within the last year with a contact phone number.