

RENT ASSISTANCE CHECKLIST

PATIENT:

DATE OF LAST FINANCIAL STATEMENT:

BE SURE THE APPLICATION PACKAGE INCLUDES THE FOLLOWING:

Submit current financial (if date of last financial is not within 6 months of request)
 Submit a copy of the <u>current</u> rent statement on landlord's letterhead, with address for remittance
 Submit a copy of the eviction notice, if applying for Rent Eviction Prevention (not applicable for Early Intervention assistance).

 Verify that the name on the bill is the patient's name, spouse's name or significant other member of household, and that the address on the bill is the patient's stated address.

 Submit completed Rent Assistance Consent Form
 Submit a letter from patient/social worker detailing:

 1) Other agencies contacted and their decision(s)
 2) How the patient got into the financial crisis
 3) The patient's plan to avoid the need for future rent assistance