Application for Assistance: Rent or Utility Asst

General Guidelines:

- Must be under 50% County Median Income by family size, call for specific $ limit
- Housing cost must be affordable, less than 50% of gross income spent on housing
- You will have to pay towards your housing cost to be eligible
- Must be at risk of homelessness, but an eviction notice is not required
- Must check with all local resources first

All questions are required. Because of the volume of applications we receive, we cannot guarantee the evaluation of incomplete application.

My rent/utility is $_____. I am requesting $_____ to help pay towards my rent/ utility.

Client Name _____ County of Residence_____

Please provide your current address and phone number: We may call you for additional information.

Street address_____Apt#_____City_____Zip_____

Phone # where we can reach you: (_____)-_____-_____

A letter containing your situation on this application will be sent to you. Please indicate how you would like to receive your decision letter: Mail or Email address: _____

Please explain why you need rental assistance:

_____

_____

_____

_____

_____

How many individuals are in the house hold who works full time? _____

Do you have any funds you can pay towards the rental deposit $ _____Yes No

Will you be able to continue paying your rent?   Yes No

Proof of Income Checklist

What forms of income do you currently receive?

Regular Employment	Pay stubs, employer verification of earnings. Job offer letter from employer
Social Security	Award letter, Bank statement showing monthly deposit
Disability (SSI or SSDI)	Award letter, Bank statement showing monthly deposit
Unemployment	Approval letter from unemployment office
Pension	Pension statement, bank statement
W2	Benefits statement from W2 office
Self-Employed Income	Tax return, summary of average gross monthly income
Child Support	Statement from Tennessee Department of Children and Families

You must attach proof of income for all form of income you receive. Your application cannot be processed without proof of income.

You do not need to return this page of the application. It is for your reference.

If you have any questions about what counts as of income, please call us at LOC.