

SAMPLE RENT/MORTGAGE DOCUMENTATION
(Copy onto agency letterhead or insert LRO name and address here)

This form must be completed in its entirety by the Local Recipient Organization (LRO) providing service, as all information is required, for each rent/mortgage payment made with Emergency Food and Shelter Program funds. This form must be signed and dated by the landlord or property manager. Failure to provide complete, required information will result in a compliance exception.

Client Information:

Client Name: _____

Client Address: _____

(complete street address)

(city/state/zip)

Type of Assistance:

Rent

Past due rent

Current month's rent

First month's rent (effective/move in date _____) (month/date/year)

Mortgage

Past due mortgage

Current month's mortgage

The monthly (one month) rent/mortgage payment: \$ _____

The total amount owed by the client: \$ _____

The amount being paid is for the month(s) of
(month/year)

Due Date
(month/date/year)

Amount

_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

The total amount being paid by this agency: \$ _____

Beginning in Phase 39, LROs may pay up to 90 days (3 months) for clients per phase if it is necessary to maintain housing. Current month's rent may be paid up to 10 calendar days before the due date, and past due amounts must be outstanding at the time of payment. 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.

LRO Verification (To be completed by the LRO staff):

LRO Staff Name: _____

LRO Staff Signature: _____ Date: _____

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

This is to confirm that the above information is accurate, and payment made by this agency will guarantee residency for an additional 30 days.

Landlord/Mortgage Holder Name: _____ Phone: _____

Address: _____
(street/city/state)

Landlord/Mortgage Holder Signature: _____ **Date:** _____