

**RENT/MORTGAGE DOCUMENTATION**  
**Robeson County Church and Community Center**  
**600 W 5th Street, Lumberton, NC 28358**  
**910-738-5204**

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. 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

EFSP 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.

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

LRO Staff Name: \_\_\_\_\_

LRO Staff Signature: \_\_\_\_\_

Date (month/day/year): \_\_\_\_\_

**\*\*\*\*\*THIS SECTION MUST BE COMPELETED BY THE LANDLORD\*\*\*\*\***

**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!