

## House of Amos - Application for Financial Assistance

To qualify, you must have experienced a sudden and significant loss of income **AND** are a parent with a child/children age 15 or younger living with you **AND** owe no more than \$1,000 **AND** live in one of these zip codes:

77036, 77042, 77072, 77082 or 77099

**IF** you meet all of these qualifications, PRINT this form and write a response, in English, on all lines.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt \_\_\_\_\_ Zip \_\_\_\_\_

How many people live in the home? \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

1. **What is your request for?** We help with rent and utilities \_\_\_\_\_

Attach a copy of your signed lease agreement showing the names of all residents. Your children's names must be shown on the lease. Provide documentation showing the age of your child(ren), such as a birth certificate. If the lease contract is with multiple adults, provide employment and income information for all adults.

2. **How much do you owe?** \_\_\_\_\_ The amount owed must match the amount on the rental ledger or utility bill. If your request is for rent, you must submit a copy of your rental account ledger from the landlord showing dates and details of activity for at least the past 6 months, including the date of your request. If your request is for utilities, include a copy of your current utility bill including usage and payment activity. The amount owed that you write on this application must match the amount owed on the rental account ledger or utility bill.

***Our assistance is limited to \$1,000. We do not make partial payments.***

***If you owe more than \$1,000, do not submit an application.***

***Dial 211 or go to 211texas.org and ask for other resources that may be able to assist you.***

3. **Explain why you are unable to pay your rent or utility bill.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **Are you currently employed?** \_\_\_\_\_ If yes, provide a copy of your last 2 paycheck stubs.

If not employed, when did you last work? \_\_\_\_\_

Provide documentation regarding your loss of employment, along with your most recent income. To qualify for our financial assistance program, you must have experienced a sudden and significant loss of income.

5. **What is your source of income?** \_\_\_\_\_ Provide proof of income.

6. **Have you received any financial assistance for rent or utilities in the past 12 months?** Check one: Yes \_\_\_ No \_\_\_

If yes, who was the assistance from? \_\_\_\_\_

When did you receive it? \_\_\_\_\_ How much did you receive? \_\_\_\_\_

7. If requesting rental assistance, provide contact information for your landlord. Give your permission to your landlord authorizing them to communicate with House of Amos regarding your situation. Your landlord will not communicate with House of Amos without your authorization.

Landlord's name : \_\_\_\_\_

Landlord's phone number: \_\_\_\_\_

Landlord's email address: \_\_\_\_\_

Please provide any other information you think is relevant for our consideration..

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**Include a copy of a current picture ID with your application.** Do Not Send a Copy of Your Social Security Card, tax return, bank statement or any other document that contains your Social Security or bank account number.

By signing below, you certify that all information contained on this application is accurate, current and true at the time of submission. You give House of Amos your authorization to contact your landlord or utility company. Falsifying information on your application or supporting documentation will result in denial of your request for assistance. Electronic signature is not accepted. You must sign the application in your handwriting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is important for you to make every effort to find available options for assistance. Try to work with the management at your apartment office. Contact city services (211) or visit their website at [211texas.org](http://211texas.org) to learn about options available to you. Call your utility provider to work out a payment plan.

**Requests are handled through email only. Complete all line items on the application and sign it in your handwriting.  
Email the completed form with all the required supporting documentation to: [assistance@houseofamos.org](mailto:assistance@houseofamos.org)**

It is your responsibility to ensure you have responded to all line items on the application and you have attached ALL of the required documentation in one email. We will respond to your request only if it meets our guidelines for assistance and we have funds available. We are unable to process ineligible, incomplete applications or requests submitted without ALL of the required documentation. Read the application and the following Checklist thoroughly.

Assistance is limited to one time in a 12 month period. We do not make partial payments.

## Checklist for Application:

1. Have you experienced a sudden and significant loss of income that affected your ability to pay your rent or utilities? If no, do not apply. If yes, provide documentation that shows you have experienced a sudden and significant loss of income.
2. Are you a parent with a child/children age 15 or younger living with you in the residence? If no, do not apply.
3. Do you owe more than \$1,000? If you owe more than \$1,000, do not apply.
4. Has House of Amos provided financial assistance to you in the past 12 months? If yes, you are not eligible for assistance again within 12 months. Maximum times for assistance is 3.
5. Did you write a response for every line item on the application? If there is no information to provide for a line item, write NA.
6. Did you include a copy of the lease agreement that shows the names of all residents, including children?
7. If applying for rental assistance, did you include a copy of the current rental account ledger? If you do not know what a rental account ledger is, contact your leasing office and ask them to print the rental account ledger that contains at least 6 months of activity (description of charges, payments and dates) up to and including the date of your request.
8. If applying for utility assistance, did you include a copy of the current utility bill?
9. Did you provide employment information and photo ID for all adults on the lease contract?
10. Did you include copies of your last 2 paycheck stubs, if employed?
11. Did you include documentation that shows a sudden and significant loss of income?

Email the completed, signed application and the required documentation to: [assistance@houseofamos.org](mailto:assistance@houseofamos.org)

**We are unable to process incomplete applications or submissions with missing documentation**