



Step 1: Check Rental Assistance Eligibility

Prior to completing the application please check our eligibility list below. You **must** be able to answer “yes” to all questions in order to apply for assistance. Contact us for additional clarity if needed.

1. Are you at least 18 years old?
2. Are you a current resident of Montgomery County, PA?
3. Do you or the head of household have a stable and sustainable source of income? (i.e. employment, SSI/SSD, unemployment benefits, etc)
4. Need assistance due to one of the following circumstances:
 - a. Are you at risk of homelessness?
 - b. Experiencing homelessness based on the definition below?
 - c. Falling behind in rent/mortgage?
 - d. Need help moving into an affordable new home and do not have the resources (time or money) to save for the deposit/first month's rent?

Def of homelessness – An individual or family living in the home of others and must move out immediately or living in a hotel or motel or whose primary residence is a public or private place not meant for human habitation.

Step 2: Review the Rental Assistance Application, Gather all documentation needed to complete the application

Please note that this application is complete when the following documents are submitted.

***If your bank statements show your income and all expenses do not send in #5 and 6.**

1. Copy of photo ID
2. Proof of residency: Copy of lease
3. Proof of past due bills: Copy of an eviction notice and/or documentation of past due rent
4. Financial Statements: Most recent bank statements **AND** documentation of current account balance (current balance as of the day it is submitted).
5. Proof of ALL reported expenses.
6. Proof of income: One month of pay stubs or letter of employment if you have not received a paycheck from a new position. (The letter must include start date, hourly rate and the number of hours to be worked per week)



**Step 3: You will be contacted to discuss your application:
Application Approved or Denied**

Please note that application approval is based upon availability of program funds, meeting our eligibility requirements and applicant has the financial ability to maintain rent/mortgage on an ongoing basis. Rahab's Hope may require additional documentation that is not listed above. If an application is denied, referrals to other organizations will be provided.

**Step 4: If Approved – Rahab's Hope works with program
participant in creating a monthly budget**

**Step 5: Rahab's Hope works with program participant to
complete a housing stability plan to identify goals and actions OR
discuss additional resources/services needed.**

Step 6: Landlord and program participant completes paperwork

This paperwork may be different for each program participant. The paper includes the following:

1. Security Deposit Return Agreement – completed by landlord and program participant
2. Point of service assessment – completed by program participant
3. Landlord communication permission letter – completed by landlord and program participant



Step 7: Payment to landlord

Rental payments are delivered directly to the landlord. We will need the following information to send payment to the landlord:

1. Preferred method of payment – Money order, check or credit/debit payment
2. Address to deliver payment – address must be on lease, on an official letterhead or verified through our direct communication from the landlord
3. Name of landlord or company name to write check or money order out to

Step 8: Rahab's Hope will follow up with you 6-months from application date to ask a few questions related to your housing status and well-being

We are always here for you! You can call or email us anytime.
