

Date: _____
Case Number: _____
Case Name: _____

Request to Pay Rent Arrears in Excess of Cash Assistance Maximum Shelter Allowance

I, _____, am requesting assistance to pay rent arrears to avoid eviction.
(Name)

I understand that my rent is in excess of the cash assistance maximum shelter allowance for my household size. I understand that in order to have this request approved, I must provide documentation showing how future rent payments will be made, including a statement from a third party who will help me pay my rent.

I understand that the rent arrears payment will be made in the form of a check made payable to my landlord.

If any of the rent arrears advanced to me duplicates assistance previously given to me by the Human Resources Administration, I agree to the recoupment of such portion of the arrears payment.

Applicant/Participant's Signature: _____ Date: _____

Agreement by Third Party to Pay Excess Rent

I, _____, affirm that:
(Name)

I agree to pay the excess rent in the amount of \$ _____ for the apartment occupied by _____ at _____,
(Applicant/Participant's Name) (Applicant/Participant's Address)

effective _____. The payment will be made directly to the:

- aforementioned applicant/participant
- landlord (name and address):

My income, indicated below, is sufficient to meet all of my expenses as well as the excess rent payment.

My monthly household income is: _____ My shelter expense is: _____

The proof of income I am submitting is:

- Pay stubs, W-2 form and/or letter from employer on employer's stationery from:

(Employer's Name and Address)

- Proof of other income/source:

My relationship to the applicant/participant is: _____

My address is: _____

The above information is true and correct.

Signature: _____ Date: _____