

Rental Assistance Application

- Evictions, Back Rent, First Month's Rent, and Security Deposits
- Must live in the Bayshore area
- Only applications that are completed and have all the required documentation attached will be considered
- Mail or Fax (732-495-7072), or Drop off your application
- In-person interview required

Today's Date: _____

Project PAUL Client ID: _____ (not required to apply for grant, if you are approved for assistance an ID will be assigned to your household)

Applicant's Name, Address, Date of Birth, and Social Security Number:

Applicant's Name _____

Street Address (Apt #, if applicable): _____

Town: _____

Zip Code: _____

Applicant's DOB: _____ Applicant's Social Security Number: _____

Applicant's Phone Number: _____ Applicant's Email: _____

Member(s) of Household (Name and Date of Birth):

_____	_____
_____	_____
_____	_____
_____	_____

Household Income:

*Total Monthly Household Income:

\$ _____

Monthly Food Stamp Amount

\$ _____

Other

\$ _____

Household Expenses:

Monthly Rent / Mortgage Payment

\$ _____

Average Monthly Electric Bill

\$ _____

Average Monthly Gas Bill

\$ _____

Monthly Car Loan and Insurance Payment

\$ _____

Monthly Transportation Expense (if no car)

\$ _____

Average Monthly Food Expense

\$ _____

Other (please explain)

\$ _____

Total Monthly Income: \$ _____

Total Monthly Expenses \$ _____

Rent Assistance Needed:

Landlord's Name: _____ Lease Term: _____

Landlord's Phone, Email, Fax Number: _____

Balance Due for Eviction or Back Rent: \$ _____

Date and Amount of last rent payment you were able to pay: Date: _____ Amount: \$ _____

- If an eviction, have you been to court? **Circle One: Yes or No**
- If an eviction, do you have a warrant of removal? **Circle One: Yes or No**

Balance Due for First Month's Rent and Security Deposit \$ _____

- If First Month's Rent or Security Deposit, is the lease signed by the landlord? **Circle One: Yes or No**
- If First Month's Rent or Security Deposit, does the landlord have the Certificate of Occupancy? **Circle One: Yes or No**
- If First Month's Rent or Security Deposit, do you have a Housing Choice Voucher? **Circle One: Yes or No;**
- If you have a Housing Choice Voucher, do you have the paperwork from the Housing Agency?
Circle One: Yes or No

Financial Assistance Outreach for your Rent:

Have you applied to other agencies for assistance in the last 12 months? **Circle One: Yes or No**

If yes, please list agency and outcome: (for example, I was approved in April 2020 for First Month's rent in the amount of \$1,200 by St. Mathew's Church, I was not approved by the Neighbors Helping Neighbors program, etc.) _____

Are you waiting to hear from any other agencies for assistance? **Circle One: Yes or No**

If yes, please list agency: (for example, I submitted an application with Affordable Housing Alliance in February 2020, I left a phone message two weeks ago with Social Services, etc.)

Reason(s) for Request for Rental Assistance (Please be brief and attach supporting documentation):

Required Documents that must be attached to this application

Submit copies not originals

MANDATORY DOCUMENTS –

If you are a Project PAUL client, attach a copy of yellow or green card showing name and Project PAUL ID

- Copy of **applicant's ID**: either a Driver's License, State ID card, or Passport
- Copy of applicant's **Birth Certificate**; Copy of all members of the household's Birth Certificates
- Copy of applicant's **Social Security Card**; Copy of all members of the household's Soc. Sec. Cards
- Rent documentation
 - a. For evictions, Copy of current signed lease and most recent **eviction notice**.
 - b. For back rent, a letter from landlord, dated and signed, detailing the amount due by month. This is also known as a **statement of arrearage**.
 - c. For First Month's Rent or Security Deposits, **copy of lease signed by the tenant and landlord** detailing the landlords name, address, contact information, address of the property, monthly rent amount, security deposit amount, etc. All pages of the lease must be included.
 - d. All rent requests must include the most current housing agency paperwork if you have a Housing Choice Voucher. If an adjustment is being made to the tenant portion of the rent, include all paperwork showing the adjustments(s),
- Copy of the **most recent monthly Income for all members of the household - adults and children**
 - a. **Paychecks**
 - i. 4 paychecks if you are paid weekly
 - ii. 2 paychecks if you are paid biweekly
 - iii. 1 paycheck if you are paid monthly
 - b. **Award letters**
 - i. Social Security Retirement monthly amount
 - ii. Social Security Disability monthly amount (SSD)
 - iii. Supplemental Security Income (SSI) monthly amount
 - c. **Unemployment** award letter with weekly amount
 - d. **Food Stamp Letter**
 - e. Any other income – provide documentation of monthly amount. If you receive a Housing Choice Voucher / Section 8 voucher please indicate amount of rent you pay monthly to the landlord.
- Copy of **documents to support the "Reason for Request"** section of the application
Provide copies of any documentation that you have to support the reason for this request. Don't stress over this, do the best you can. Here are a few examples, but remember your particular situation is unique.
 - a. Copy of medical bills that you had to pay (not covered by insurance).
 - b. If you or someone in your household suffered a reduction in work hours, and your income is substantially less, copy your last paycheck at full pay and the new paycheck at part time pay.
 - c. If you or someone in your household lost their job and were denied unemployment, copy of the last paycheck at full pay and any emails/letters from unemployment that you received.