

How to Get Help with Your Late Rent or First Month's Rent with Montgomery County Emergency Assistance Program

Monday - Thursday

8:00am - 11:30am and 1:00pm - 4:00pm

Friday

8:30am - 4:30pm

Phone 381-1561 Fax 381-4320

You must have a crisis that can be documented such as high medication or hospital bills, house fire, and doctor's excuse preventing work, lay off, work hours cut, emergency car repair or any other crisis that can be documented.

We do not assist customers with **Security Deposits**.

Rental assistance is only provided to Single Family Homes or Apartments. We will not pay to a landlord who is living in the same house as the Customer who is applying for assistance.

Your landlord must FULLY complete the landlord letter provided from this office. If any section is left blank you will not receive assistance until all information is gathered. Additional information from your landlord may be required.

Bring with you to the appointment

- Proof of all household income
- Valid social security # **for all household members**
- A list of your current monthly expenses and 2 months' worth of banks statements
- Your **completed** landlord letter and any additional information requested from the Lead Community Service Worker

Please see reverse side for more information.

It is the responsibility of the client to provide all documentation required for assistance each time assistance is needed.

You must have proof of **all** sources of income in the household before you complete an application. You must have a **full 30 days** of income for **everyone** in the household receiving income and calculate for eligibility by the gross.

Wages

- 1 pay stub if paid monthly
- 2 pay stubs if paid bi-weekly
- 4 pay stubs if paid weekly
- Gross wages are calculated before taxes or any other deductions
- **A direct deposit bank statement**

Department of Public Welfare for TANF or Food Stamps

- Notice from caseworker or Benefit Letter (May take up to 24 hours for Social Services to Process)
- Copy of check
- Notice to applicant

Social Security, SSI/SSD and Pension

- Copy of letter from Social Security Administration or Pension Board
- Copy of check
- Direct deposit bank statement
- Benefits statement

Child Support

- Court order
- Printout from Domestic Relations
- Printout from the state child support website
- Written statement

Workman's Compensation or Unemployment

- Award or letter of determination
- Copy of check

Interest Income (Savings)

- Bank Statement

Tax Return

- Proof of all tax return income for the current year