



Shelter Arrears Application Requirements:

- **Application (LDSS-2921)**, unless you currently receive Temporary Assistance (TA) or have applied within the last 30 days
- **Photo Identification** for all adult household members 18 and older
- **Birth Certificates & Social Security Cards** for anyone not receiving ongoing TA or SNAP benefits
- **Immigration Status** - if not a US Citizen (I-94, Permanent Resident Card, etc.)
- **Verification of household income and resources** for the last 4 weeks
- **Residence, household composition, and shelter expense verification**
- **Verification of threatened foreclosure or eviction**, including amount of money owed and for what time period
- **Completed Shelter Arrears Questionnaire (B-5884)**
- **Documentation of what happened resulting in overdue payments**
- **Documented ability to afford ongoing shelter expenses**

Shelter Arrears Assistance is generally limited to once every five years. Assistance may be provided as a grant or an interest-free loan, which must be repaid to this agency within twelve months. Failure to repay your loan in full may result in denial of future shelter arrears assistance.

Eviction

- A one-time payment of rent arrears may be made, if you have fallen behind on your rent and your landlord has threatened to evict you if you do not pay.
- Payments are limited to a maximum of 4-6 months of back rent owed, depending on household income and composition. Payment cannot be used for late fees, court costs, or attorney fees.
- **An itemized eviction letter, written and signed by your landlord**, which includes your **name and address**, and **lists each month and how much you still owe** is required. This letter must indicate that your **landlord may begin eviction proceedings if you do not pay**, and include your landlord's name, address and telephone number.
- While the eviction does NOT have to be court-ordered, if you have a pending court date, or have already been to court and have a 14-day notice to vacate, we may still be able to help. **Bring your court petition and/or stipulation**, with a breakdown of what you owe and the deadline by which it must be paid.

Foreclosure

- A one-time payment of tax or mortgage arrears may be made, if you have fallen behind in payments, are threatened with foreclosure, and are unable to make other payment arrangements or forbearance agreements with the lender/tax office on your own.
- Payment is limited to the principal balance owed for tax years considered for In-Rem foreclosure and/or 6 months of the regular monthly mortgage principal and interest payment. Payment cannot be used for late fees, court costs, legal fees, user fees, or interest on taxes owed.
- **Documentation from the tax office or mortgage company, confirming the threatened/pending foreclosure, the amount owed and time period, as well as inability to make other arrangements to prevent foreclosure is required.** If you are facing foreclosure from multiple sources (city and county taxes), you must provide documentation from EACH one.
- In addition to the items above, you will also need to provide your home-related bills, including mortgage, homeowner's insurance, taxes, and water.