



## Emergency Assistance - Moving and Security Agreement

Department of Social Services

Division of Family Independence | Temporary Assistance

B-5625H (11/2023)

### Moving and Security Agreement 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 for your new apartment**
  - Landlord statements must be completed in full and signed by the owner or property manager to be valid
  - If receiving Section 8 subsidy, please bring your voucher, portion letter and proof of inspection
- **Documentation that the move is due to one of the following criteria:**
  - The new apartment is significantly less expensive, and the amount of money saved over 2 years is greater than the cost of moving expenses and security deposit
  - The need to move is a result of:
    - a disaster/catastrophe or an order from a health or code enforcement agency
    - a serious medical or physical handicap condition (such need must be verified by specific medical diagnosis)
    - homelessness as a result of having been put out from a shared residence
    - current living situation negatively affecting the mental/physical health of a household member and a move is urgent for the security, healthy, safety and well-being of your household
  - The move is from temporary to permanent housing
- **Pre-Tenancy Inspection form (B-5357)**, if you are applying for Security Agreement Assistance
- **Two (2) written, sealed estimates from an ECDSS contracted vendor** (list attached), if applying for moving assistance. All contracted vendors are licensed and insured.
  - Estimates must be identical in terms of content to be moved and include all furniture, boxes, bags, and totes. If an item is not on the estimate, it will not be moved.
- **Receipt/proof of payment of storage unit**, if applying for moving assistance but not storage assistance

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### Moving Assistance

If otherwise eligible, a one-time payment may be made for the costs of moving from one apartment to another, moving items into storage, or moving items out of storage. Moving Assistance does not pay for insurance, the cost of boxes, or help with packing. If approved, ECDSS will notify the vendor with the lowest estimate that they have been selected to perform the move. You may then make arrangements directly with the approved vendor. Ensure that your home and items are organized, packed, free of vermin or pests, and ready to be moved at the appointed time. ECDSS is not responsible for damages occurred during moving.

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### Security Agreement Assistance

If otherwise eligible, ECDSS may provide a Security Agreement, if you cannot afford to pay a cash security deposit and must move due to a qualifying critical emergency. ECDSS does not provide cash security deposits. A Security Agreement is a written contract between you, your landlord, and ECDSS. A Security Agreement's value is equal to one month's rent. Instead of a cash deposit paid to the landlord up-front, a Security Agreement claim may be paid after you move out, if your landlord submits a valid claim for unpaid rent or damages.

Approved households with a child under 2 years old may be referred to the Erie County Health Department for a lead inspection.

- **A Pre-Tenancy Inspection** must be completed and signed by you and your landlord, during a walk-through of the apartment prior to moving in. Review and document existing damage/condition in all rooms of the apartment with your landlord and sign the form together. By signing, you agree to the move-in condition as described on the Pre-Tenancy Inspection. You may receive a copy of the Pre-Tenancy inspection form for your records.
- If approved by ECDSS, you and the worker will sign the Security Agreement. The original form must then be signed by the landlord and returned to ECDSS within ten days. If the form is not signed by all parties and returned to the agency within the allotted time frame, your application may be denied.
- **A Post-Tenancy Inspection** must be completed and signed by you and the landlord at time of move-out. You may receive a copy of the Post-Tenancy inspection form for your records.
- If you owe rent or have caused damages, your landlord may submit a request for claim payment to ECDSS. You will be notified of the claim by mail, using your most recently verified address, and given an opportunity to submit documentation if you disagree. If a payment is made on the claim, you may have to repay ECDSS in full.

