

Rental/Mortgage Assistance Checklist

****This list of requirements is subject to change. ****

The information below is required by National for Closeouts.

- Landlord or Lender Verification form
*Must state that the payment will guarantee residency for an additional 30 days. Payment is limited to one-month's rent/mortgage (Principal and Interest only) not to exceed \$1,000.00
 - Current complete Rental/Lease Agreement or Mortgage Statement providing a breakdown of the principal and interest and/or the escrow amount
- Copy of canceled checks (front and back), copy of uncanceled fronts of checks and bank statement or check images included in bank statements are accepted
**Please indicate which portion is EFSP and which portion is Other Funds, to equal the entire amount of the check. *EFSP portion cannot be over \$1,000.00 or one month's rent*
- Spreadsheet

The information below is recommended to be obtained for your organization's records and monitoring purposes.

- Application or Intake form
- Household Income Verification form
 - Current documentation of the emergency/hardship
Payment must be in arrears or due within 10 calendar days
 - Current copy of household income
Proof of ability to sustain future payments
- Copy of photo ID/Social Security card for "ALL" adult individuals in the household
- Copy of children's birth certificates or immunization records
- W-9 Form from landlord or lender (if applicable)
- Signed approved DPSS Clearance form
NOTE: If your agency is required by statute to keep client's names confidential, you must submit proof and assign unique identifiers to all clients served. Please reference the **EFSP Manual**.
 - Supervisorial District proof
 - Proof of ownership (title deed to rental property or current property tax statement)
 - Current complete Rental/Lease agreement or mortgage statement providing a breakdown of the principal and interest and/or escrow amount
- Copy of check request/purchase order (if applicable)
- Copy of original check with signature if check is being picked up (if applicable)