

Rent / Mortgage Documentation Letter

Date: _____

Client Name: _____

Client Address: _____
(complete street address)

(city/state/zip)

*Type of Assistance: _____

Rent (check one)

Mortgage (check one)

Past Due Rent

Past Due Mortgage

Current Month's Rent

Current Month

First month's rent (effective move-in date: _____)

* Monthly rent/mortgage payment is: \$ _____

* Total owed (including amount above): \$ _____

*The one month amount being paid by my agency is: \$ _____

*The amount being paid is for the month of (month/year): \$ _____

*The one month amount being paid is/was due on (month/day/year): _____

*The one month amount being paid is past due in it's entirety at time of payment (check one)

Yes

No

*EFSP guidelines allow for the payment of mortgage principle and interest only up to 10 days before it is due. No deposits, escrow fees, etc. are eligible when providing assistance to individuals/households.

***To be completed by Rochester Area Neighborhood House:**

Staff Name: _____ Staff Signature: _____ Date: _____

*** Landlord/Mortgage Holder Verification (To be completed by the landlord/mortgage holder):**

This is to confirm that rent/mortgage for _____ for the property at
(Name of family or individual)

_____ with a monthly rent amount of
(Complete address, street number, city, state, and zip code)

\$ _____ (rent only; includes no deposits, late fees, or other charges) or with a mortgage with a monthly payment of

\$ _____ (principle and interest only; no escrow payments or other fees) is/was due on _____.
(Month/day/year)

The total amount currently owed is \$ _____.

The individual/family now has rent/mortgage due/past due for the month(s) of _____.
(Month/year)

Landlord/Mortgage Holder Name: _____

Phone: _____

Address: _____
(street/city/state)

Landlord/Mortgage Holder Signature: _____ Date: _____

*Required Information

Important: Payment will guarantee residency for an additional 30 days!