



## **Emergency Rent and Urgent Need Assistance Application Form**

The Diocesan Council for The Society of St. Vincent de Paul recognizes that emergency assistance for rent and other urgent needs can be expensive yet necessary in meeting the needs of those we serve. Therefore funds have been set aside for twinning assistance from the Diocesan Council. To apply for funding assistance, please read and follow these directions carefully.

### **Instructions:**

In order to qualify for this special funding, the following steps must be fulfilled:

1. This application form must be completed by the Conference President only.
2. A Client Home Visit must be performed prior to applying for this emergency assistance.
3. If request is for rent assistance, payment must be made to the landlord, and only after receiving word that the client/family will not be evicted. If the landlord will not agree to forego eviction, then payment should not be made.
4. Please fill form out completely, when finished click on 'Submit by Email' button, to submit form back to the Diocesan Council via email. Or print the form and fill out manually, and please mail to:  
St. Vincent de Paul Diocesan Office  
197 E Gay Street  
Columbus, Ohio 43215
5. Please allow 48 hours for response to this request for assistance.

### **Conference President Information**

Conference:   
Name:   
Email Address:

### **Client Information**

Name:   
Address:   
Phone Number:   
Date Home Visit completed:



**Rent Request**

Amount of Client Rent:	
Amount of Emergency Rent Requested:	
Does the client have other housing options?	
What is your Conference portion of the rent payment?	
Have you requested twinning with another Conference?	
Landlord Name:	
Landlord Address:	
Have you spoken with the Landlord?	

What is the plan for eviction?

What is the Client's long term plan for rental payments?

What other information can you provide regarding this request?

**Other Urgent Assistance**

Emergency need:

Amount of funding requested:	
What is your conferences' portion of assistance to this client?	
Have you requested twinning with another Conference?	

