

What you will need to apply for Emergency Rent/Mortgage Assistance

To confirm your eligibility for emergency assistance, your case manager will need to collect paperwork from you. You will be asked to provide the documents that apply to your situation. Your case manager will explain any additional items that may be needed.

1. Understanding your Emergency:

- A letter or statement from your landlord or bank
 - Notice of rent/mortgage due
 - Pay or quit notice
 - Notice to vacate (i.e., lease isn't being renewed)
- Information to help us understand how you got behind with rent

2. Understanding your Income: (Current proof of income for past 30 days)

- Paystubs
- Unemployment benefit correspondence
- DSS budget letter
- Social Security correspondence
- Other documentation including bank statements

3. Understanding your Expenses:

- Proof of residence and rent expense
- Documentation of other expenses

4. Understanding your Family/Household:

- ID and Social Security Numbers for everyone in household
 - Age 18 and up: State-issued, photo ID
 - Age 17 and under: Birth certificate or social security card
- Health Insurance ID (CIN's from your insurance information)

Additional forms will be explained at your appointment with the Case Manager:

- Authorization/consent
- Form 2921 – NYS Application for Certain Benefits and Services
- Paperwork needed from your landlord or bank including a W-9 tax form