

HOMELESS PREVENTION ASSISTANCE

NECESSARY DOCUMENTATION

Completion of an application at the field office does not automatically constitute an approval. If approve client must attend to money smart classes (budget management class)

Applicant must provide:

1. Proof of Total household income such as a Public Aid Medical Card, Income Award Letter (most recent year), most recent check stubs for **(1)** one month or a letter from employer.
2. Crsis letter written by applicant stating why assistance is needed, proof to back up letter such as unemployment letter or letter from employer.
3. Landlords Tax or Water bill for the building were applicant is renting, (Information can be faxed to the attention of either Yeseinia or Migdalia @ 773-276-2105).
4. Identification for everyone in the household (should include birth date and social security card and ID all original documents)
5. Most recent rent receipt (if applicable / if staying in unit)
6. Lease (if applicable / needed for deposit assistance)
7. A telephone number where client can be reached or can receive messages. Failure to supply an alternate telephone number will delay application processing or result in application being denied.
8. The address of rental property, realtor of Land lords name, address, telephone number (property must be within the Chicago city limits and must meet city of Chicago, building code standards)

9. A signed Department of Human Services Disclaimer/ Disclosure affidavit.
(Falsification of qualifying information will render applicant ineligible)

10. Evidence of their ability to make Rental Payments. **The rental assistance will only pay one (1) months rent** and therefore should **NOT** be viewed as a continuous rent subsidy program, such as section 8.

11. Applicant (s) must secure their apartment. The department of Human Services staff cannot make apartment rental referrals.

NOTE: YOU'RE COOPERATION WILL EXPEDITE THE PROCESSING OF YOUR APPLICATION.