# Rental Assistance Checklist:

**Please make an appointment with the Intake Program Manager.**
**It is required to have all documentation listed below to complete the appointment.**

**All documentation must be filled out with current date and months information.**

If you reside in <u>Yellowstone County</u> and have received an eviction notice Family Service Rental Assistance program may be able to help you catch up on back rent to avoid homelessness.

## Eligibility:
Demonstration of need
Must be Yellowstone County Resident
Must have a source of income
No 3rd Party agreements
Applicant MUST be on lease agreement

## <u>What you need to bring to meet with a Program Manager:</u>
1.  ☐ Eviction Notice/ Pay or Quit Order
2.  ☐ Lease
    **No third party agreements**
3.  ☐ Employment Verification items:
    o   Pay Stubs
    o   **Employment Verification Form** filled out by Employment source
        If you just started a job and do not have a pay stub yet this form NEEDS to be filled out by employer
    o   Award letter for disability/TANF/SS etc (we can print it in the office)
    o   Bank Statements
4.  ☐ **Rent Verification Form** filled out by Property Manager/Landlord.
5.  ☐ **Family Service Intake Form** filled out front and back – Please leave no blank spaces

The receptionist can make an appointment for you to meet with the Program Manager.
You must have **ALL** above items complete to meet with the Program Manager.

*Please note: As a non-governmental agency supported solely by private individuals and donors, assistance is provided only as funds are available. We cannot guarantee that every applicant will receive funds. Family Service assistance is first come first serve.*

*We request that you contribute to the solution with your own funds and provide details of how your future obligations will be paid. We also request you make payments back to the program so Family Service can continue to help families like yours stay in their homes and keep their utilities on.*