



PROCEDURES FOR BACK RENT

INFORMATION NEEDED BY APPLICANT:

1. PROOF OF ALL HOUSEHOLD INCOME (WAGES, TANF, SSI, SS, DISABILITY ETC).
2. PROOF OF IDENTIFICATION.
3. EVICITION NOTICE FROM TENANT/LANDLORD COURT.
4. WRITTEN PROOF OF BACK RENT OWED.
5. MUST SUBMIT DOCUMENTATION OF EMERGENCY WHICH CAUSED YOU TO FALL BEHIND IN RENT.
6. CURRENT VALID LEASE.
7. VALID CERTIFICATE OF OCCUPANCY (CO).
8. MUST BE ABLE TO PROVE FUTURE AFFORDABILITY.
9. MUST PROVE YOU ARE A TOWNSHIP RESIDENT.
10. MUST BE WITHIN INCOME GUIDELINES

INFORMATION NEEDED FROM LANDLORD:

1. PROOF OF OWNERSHIP OF RENTAL PROPERTY (TAX BILL OR DEED).
2. COMPLETED W-9
3. EXACT OF AMOUNT OF BACK RENT OWED.

ALL REQUEIRED DOCUMENTS MUST BE SUBMITTED 5-7 DAYS AFTER INTAKE IN ORDER FOR ELIGIBILITY TO BE DETERMINED.