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rvington Neighborhood
mprovement Corporation

Tony Vauss
Mayor

Mrs. Deborah F. Simpkins
Executive Director

DOCUMENTATION NEEDED FOR ASSISTANCE

Indicated below are the documents/items needed to apply for rental assistance. It is imperative that these documents/items are submitted within 5 business days in order for your application to be processed. If documents are not received in the time allotted your case will be denied.

☐ Birth Certificate/s for: _____

☐ Photo ID for: State_ID _____

☐ Social Security Card/s for: _____

☐ Tax return-

☐ Tax Information or Child School Registration Information or immunization records

☐ Proof of Emergency

☐ Apartment Lease-Current annual lease

☐ PSE&G bill- current

☐ Most recent rent receipts

☐ Proof of monthly rental payments (Current & Previous)

☐ Proof of Income-

☐ Social Security Award Letter ☐ TANF or GA Printout of Cash Benefits and /or Food Stamps

☐ Disability payments records ☐ 4 Concurrent paystubs, the most recent and addition

☐ Unemployment pay Stubs ____ (Claim remaining balance must be able to cover next 4 months rent)

☐ Landlord water bill or tax receipt tax bill

☐ Landlord Rental Request Form Completed and Notarized

☐ W9

☐ Online Business Registration Certificate

☐ Money Order for ☐ **First Month's Rent** In the amount of \$ _____

☐ **Rental arrears Portion** In the amount of \$ _____

☐ PSEG 12 month payment history, it must also show the amount needed to continue or restore service

Case Manager's Name (Print)

Case Manager's Signature

Date

Client's Name (Print)

Client's Signature

Date