

RENT/MORTGAGE DOCUMENTATION

This form must be completed in its entirety by the The Salvation Army providing service, as all information is required, for each rent/mortgage payment made with The Salvation Army funds. Failure to provide complete, required information will result in a compliance exception.

Client Information:

Date (month/day/year): _____

Client Name: _____

Client Address: _____
(complete street address)

_____ (city/state/zip)

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Type of Assistance:

Rent (check one)

Mortgage (check one)

Past due rent

Past due mortgage

Current month's rent

Current month's mortgage

First month's rent (effective/move in date _____) (month/day/year)

The monthly rent/mortgage payment is \$ _____

The total owed (including the amount above) is \$ _____

The one month amount being paid by this agency is \$ _____

The amount being paid is for the month of (month/year) _____

The one month amount being paid is/was due on (month/day/year) _____

The one month amount being paid is past due in its entirety at time of payment (check one): DYes DNo

The Salvation Army payment will guarantee residency for an additional 30 days. Evict client within 30 days must refund The Salvation Army payment.

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TSA Verification (To be completed by the TSA staff):

Staff-name: _____

Staff-signature: _____

Date (month/day/year): _____

Landlord/Mortgage Holder Verification (To be completed by the landlord/mortgage holder):

This is to confirm that rent/mortgage for _____ for the property
(name of individual or family)

at _____ with
(complete address, street number and name, city, state, zip code)

a monthly rent amount of \$ _____ (rent only: includes no deposits, late fees, or other charges) or with a mortgage with a monthly payment of \$ _____ (principal and interest only; no escrow payments or other fees) is/was due on _____ (month/day/year). The total amount currently owed is \$ _____. The individual/

family now has rent/mortgage due/past due for the month(s) of _____ (month/year).

Make Checks Payable To: _____

Address: _____

Landlord/Mortgage Holder Name: _____ Phone: _____

Address: _____

Landlord/Mortgage Signature: _____

Date