

**Description:** The Rent/Mortgage category is intended to allow agencies to pay up to a one-month amount of rent or mortgage for qualifying clients. Each household may receive this assistance only one time per spending period.

This Quick Reference Guide is provided to assist in the understanding of allowable costs and documentation requirements at a glance; it is not a substitute for the **EFSP Responsibilities and Requirements Manual (EFSP Manual)**. For more complete information on this category, please reference the **EFSP Manual**.

### RENT/MORTGAGE

#### Eligible Items:

- One month of past due balance of rent or mortgage
- One month of current balance of rent or mortgage
- First month's rent

**NOTE:** When paying on rent or mortgage for mobile homes, agencies may include the cost of lot fees in the payment.

#### Ineligible Items:

- More than one month's rent or mortgage payment
- First month of new mortgage
- Deposits
- Escrow payments, taxes and insurance
- All fees, including late fees, condo fees, homeowner association fees/dues
- Rent or mortgage on an agency's own facility is not eligible

#### **The following conditions must be met before payment is made:**

- **Current rent** - payment due within 10 calendar days
- **First month's rent** - payment may be made up to 30 days prior to the move-in date
- **Past due rent** - amount paid must be totally outstanding at the time of payment
- All other resources have been exhausted
- The home/apartment is the client's primary residence
- Client must be the one responsible for the payment
- Payment is limited to one month of assistance per spending period
- Payment must guarantee 30 days of additional service
- Assistance can be provided to the client by only one LRO in the jurisdiction

**NOTE:** Agencies are strongly encouraged to use the *Rent/Mortgage verification form in the EFSP Manual*.

#### **Documentation Requirements – RENT:**

- **First month's rent:**
  - Dated and signed lease, complete with all pages **OR**
  - Landlord letter (dated and signed by landlord) with client's name and address, the move-in date, and monthly rent amount

**NOTE:** Leases are only accepted as stand-alone documentation only for cases of first month's rent.

- **Current month's rent:**  
Landlord letter or rent verification form (dated and signed by landlord) with client's name and address, the specific month being covered, rent due date and monthly rent amount.

- **Past due month's rent:**

Landlord letter or rent verification form (dated and signed by landlord) with client's name and address, the specific month being covered, monthly rent amount, rent due date and the total rent amount outstanding at the time of payment.

#### **Documentation Requirements - MORTGAGE**

Mortgage assistance is limited to principal and interest only; escrow, taxes, insurance and late fees cannot be included in the payment. Only mortgages on principal residences are eligible; payments on 2nd mortgages and lines of credit are not eligible. Forbearance loans and loan modification fees are also ineligible.

- **Current month's mortgage:**

Mortgage statement, rent verification form or letter from mortgagor showing the client's name and address, the mortgagor name, account number, monthly amount of principal and interest, and date due.

- **Past due month's mortgage:**

Mortgage statement, rent verification form or letter from mortgagor showing the client's name and address, the mortgagor name, account number, monthly amount of principal and interest, due date and the amount outstanding at the time of payment.

#### **Proof of Payment for all RENTS/MORTGAGES:**

Submit a copy of canceled checks (front and back), or copy of uncanceled fronts of checks and bank statements. Check images included in bank statements are accepted. Debit card or electronic payments require bank statement that identifies the vendor by name. Credit card payments require canceled check payable to the credit card company. Debit and credit cards must be in agency's name.

#### **Spreadsheet for expenditures in this category:**

A summary spreadsheet of all expenditures in this category must be provided. The spreadsheet must indicate specific criteria such as check number, check amount, EFSP amount, etc. Sample spreadsheets and instructions for all program categories are available on the EFSP website, [efsp.unitedway.org](http://efsp.unitedway.org).

#### **SPECIAL NOTES:**

1. Cash payments, money orders and reimbursements to individuals who are not the landlords or mortgagors are **ineligible**.
2. Agencies may pay up to **\$250.00** on any past due balance and not be required to present verification of monthly rent amount. However, the documentation must show that the entire amount was outstanding at the time of payment and other required information.