

## Hardship Rental Assistance

1. A financial hardship is considered an unforeseen incident that caused an immediate temporary effect on one's entire household income.
2. To apply hardships must be **NO MORE** than 30 days older than the date of you requesting assistance with the exception of those that are current Coast Electric Customers. Bill has to be in the name of the person requesting assistance for the residence needing assistance. (Ex. If you apply for assistance on 11/20/2020 hardship has to have occurred on and or after 10/20/2020 for it to be current.)
3. Hardship must incur with no fault of your own. (Ex. Being fired due to lack of attendance or insubordination is a hardship of your own accord and will be denied immediately.)
4. All documentation must be current and verifiable. Points of contact and phone numbers must be supplied and should be current for the verification process.
5. Hardship Rental Assistance **CANNOT be used to cover back rent nor advanced payments of rent** only for the current month that you apply for assistance. (All individuals that have an outstanding balance or facing eviction/lock out within 5 business days must be referred to Open Doors Homeless Coalition)
6. **RUDENESS/DISRESPECT** will not be tolerated at any point from members of staff; any account of **RUDENESS/DISRESPECT** will be grounds for immediate termination of case.
7. Applications will be returned via face to face appointment only
8. Due to limited funds if approved assistance is given once a calendar year and you will not be eligible for assistance again until the New Year. (Ex. Approved 8/1/2020 reapply 8/1/2021.
9. All documentation is due at initial interview missing documents will cause for a rescheduling of the appointment which will result in a delay of funds if approved.
10. If you were informed that you do not qualify for assistance you may reapply in 90 days.

\*I hereby sign stating that I have read and understand the above terms.\*

X

---

Client