



Rental Assistance Pre-Qualification

A case manager will contact you by **EMAIL** letting you know if you are qualified and the next steps. If you are denied, you will receive an email with resources. Incomplete questionnaire may cause you to be denied.

Name: _____ Email: _____

Phone Number: _____

1. Are you currently employed? YES NO
2. What is your current source of income?
 Job Disability Social Security Retirement
3. How much do you make a month? _____
4. What is your current rent each month? _____
5. How many months are you behind? _____
6. Why are you behind?

7. When did this happen? _____
8. Have you received assistance from us before? YES NO If yes, when? _____

*If you do not have an eviction notice or late notice for rent or mortgage, your application may not be considered due to guidelines set by various funding sources. *Understand that even if Clayton CSA approves your application for assistance, it is the final decision of the Landlord, Mortgage Company or property Management Company to accept the payment; they are not required to accept payment. Processing your application may take 2 or 3 weeks. Continue to communicate with your landlord or mortgage company concerning your payments; you may be required to continue to pay.

I understand that I may be denied based on my answers to the questions above. I understand I have a right to appeal in my response to the email I receive regarding the denial.

Applicant's Signature: _____ **Date:** _____

FOR CSA USE ONLY:

Email sent to Client on this date: _____ by Case Manager: _____