

Required Documents

1



Legal Photo ID

A legal ID is required to apply for assistance. Accepted forms include Driver's License, State ID Card, and Passport. Your ID must be current. Expired IDs will not be accepted

2

Tenant Ledger

Statement Period 2022-01-01 - 2023-01-24

Date	Type	Description	Charge	Payment	Balance
2021-12-15	Security Deposit Charge	Security Deposit Charge	\$45.00	\$	\$45.00
2021-12-15	Security Deposit Payment	Security Deposit Payment	\$	\$23.00	\$23.00
2022-04-01	Rent	June Rent	\$25.00	\$	\$25.00
2022-04-15	Land Month Rent	Land Month Rent	\$25.00	\$	\$50.00
2022-06-15	Payment	June Payment	\$	\$40.00	\$10.00
2022-06-30	Payment	June Payment	\$	\$25.00	\$15.00
2022-07-01	Rent	July Rent	\$25.00	\$	\$40.00
2022-08-01	Rent	August Rent	\$25.00	\$	\$65.00
2022-08-01	Payment	August Payment	\$	\$25.00	\$40.00
2022-09-01	Rent	September Rent	\$25.00	\$	\$65.00
2022-09-01	Payment	September Payment	\$	\$25.00	\$40.00
2022-10-01	Rent	October Rent	\$25.00	\$	\$65.00
2022-10-01	Payment	October Payment	\$	\$25.00	\$40.00
2022-11-01	Rent	November Rent	\$25.00	\$	\$65.00
2022-11-01	Payment	November Payment	\$	\$25.00	\$40.00
2022-12-01	Rent	December Rent	\$25.00	\$	\$65.00
2022-12-01	Payment	December Payment	\$	\$25.00	\$40.00
2023-01-01	Rent	January Rent	\$25.00	\$	\$65.00
2023-01-01	Payment	January Payment	\$	\$25.00	\$40.00

Bill Associated with Expense

You must provide the bill for the expense which you are requesting assistance for. For rental assistance, provide the rental ledger. For utility assistance, provide the utility bill.

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VIRGINIA RESIDENTIAL LEASE AGREEMENT

1. **THE PARTIES** This Virginia Residential Lease Agreement (the "Agreement") made on (mm/dd/yyyy) is between:
 Landlord Name _____ (the "Landlord")
 Landlord Address _____ AND
 Tenant Name(s): _____ (the "Tenant")

The Landlord and Tenant are collectively referred to in this Agreement as the "Parties".
 HERINAFTER, the Tenant agrees to lease the Premises from the Landlord under the following terms and conditions:

2. **PROPERTY** Landlord hereby leases the property located at _____ to the Tenant (the "Premises").

3. **LEASE TERM** This lease shall be considered a fixed lease. The Tenant shall be allowed to occupy the Premises starting on (mm/dd/yyyy) and ending on (mm/dd/yyyy) (the "Lease Term"). At the end of the Lease Term, the Tenant: (check one)
 Can continue to lease the Premises on a month-to-month basis, under the same terms as this Agreement.
 Must vacate (leave) the Premises.

Lease Agreement

To verify your residency for assistance, please provide your current lease agreement. This must be the most recent version of your lease.

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FIRST BANK OF WIKI

1423 JAMES ST. P.O. BOX 4000
 VICTORIA BC V8X 3M4 1.800.555.5555

CHECKING ACCOUNT STATEMENT Page 1 of 1

Statement period: 2023-10-08 to 2023-11-08
 Ending this: 000000-123-456-7

JOHN JONES
 5843 DUNDAS ST W APT 27
 TORONTO ON M8K 1Y2

Date	Description	Bal.	Withdrawals	Deposits	Balance
2023-10-08	Previous balance			684.81	684.81
2023-10-14	Payment Deposit - HYTEL			495.36	1180.17
2023-10-14	Wing Bill Payment - MASTERCARD	9685	200.00		988.17
2023-10-16	ATM Withdrawal - INTERAC	3895	21.25		966.92
2023-10-16	Fees - Misc		1.50		965.42
2023-10-20	Interac Purchase - ELECTRONICS	9375	2.99		962.43
2023-10-21	Wing Bill Payment - AMEX	3314	300.00		662.43
2023-10-22	ATM Withdrawal - FREEZE BANK	3064	100.00		562.43
2023-10-23	Interac Purchase - SUPERMARKET	1559	29.08		533.35
2023-10-24	Interac Purchase - ELECTRONICS	9375		2.90	530.45
2023-10-27	Telephone Bill Payment - VISA	2475	6.77		523.68
2023-10-28	Payment Deposit - HYTEL			684.81	1208.49
2023-10-30	Wing Funds Transfer - From SAVINGS	2920		90.00	1300.49
2023-11-02	Free-Auth Payment - INSURANCE		33.05		1267.44
2023-11-03	Change Req - 409		100.00		1167.44
2023-11-06	Management Payment		710.48		456.96
2023-11-07	Fees - Overdraft		5.00		451.96
2023-11-08	Fees - Monthly		5.00		446.96
	*** Totals ***		1,815.83	1,442.81	

Last Two Bank Statements

To verify your income, provide your two most recent bank statements. Make sure that the statements you supply are the two most recent prior to your request. Out of date statements will not be accepted

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Acme LLC
 650 Woodloch Drive San Gabriel, CA 91778
 (916) 336-1111
 EIN: 72-9999

Earnings Statement

Employee Name	Social Sec. ID	Employee ID	Check No.	Pay Record	Pay Date
Peter Sims	XXXX-XX-7283	183	4713	09/22/2017 - 06/04/2017	06/07/2017

Earnings	Rate	Hours	Current	Deductions	Current	Year to Date
Regular Earnings	25.00	80.00	2,000.00	Federal Tax	318.11	3,703.32
				California State Tax	73.56	259.22
				SS	18.00	216.00
				Soc. Sec. / OASDI	125.00	1,480.00
				Health Insurance Tax	29.00	348.00
YTD Gross				YTD Deductions		Net Pay
\$24,000.00			\$6,704.04	\$17,295.96	\$2,000.00	\$558.87
						\$1,441.33

Verification of Income

Finally, you will need to provide any additional documents proving income including pay stubs, official offer letter, SSI, child support, and any other income for the household.