

Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_

**Request to Pay Rent Arrears in Excess of Cash Assistance Maximum Shelter Allowance**

I, \_\_\_\_\_, am requesting assistance to pay rent arrears to avoid eviction.  
(Name)

I understand that my rent is in excess of the cash assistance maximum shelter allowance for my household size.  
I understand that in order to have this request approved, I must provide documentation showing how future rent payments will be made, including a statement from a third party who will help me pay my rent.  
I understand that the rent arrears payment will be made in the form of a check made payable to my landlord.  
If any of the rent arrears advanced to me duplicates assistance previously given to me by the Human Resources Administration, I agree to the recoupment of such portion of the arrears payment.

Applicant/Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Agreement by Third Party to Pay Excess Rent**

I, \_\_\_\_\_, affirm that:  
(Name)

I agree to pay the excess rent in the amount of \$ \_\_\_\_\_ for the apartment occupied  
by \_\_\_\_\_ at \_\_\_\_\_,  
(Applicant/Participant's Name) (Applicant/Participant's Address)

effective \_\_\_\_\_. The payment will be made directly to the:

aforementioned applicant/participant  
 landlord (name and address):  
\_\_\_\_\_  
\_\_\_\_\_

My income, indicated below, is sufficient to meet all of my expenses as well as the excess rent payment.  
My monthly household income is: \_\_\_\_\_ My shelter expense is: \_\_\_\_\_  
The proof of income I am submitting is:  
 Pay stubs, W-2 form and/or letter from employer on employer's stationery from:  
\_\_\_\_\_  
(Employer's Name and Address)  
 Proof of other income/source:  
\_\_\_\_\_

My relationship to the applicant/participant is: \_\_\_\_\_  
My address is: \_\_\_\_\_

The above information is true and correct.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_