

# Housing Assistance Program

## LODESTAR DAY RESOURCE CENTER

### WHAT WE OFFER

- Rental Search Assistance to find safe, affordable, dignified housing
- Financial Assistance with a portion of the move-in cost. For those who qualify, we can offer one-time assistance with expenses like rental deposits, utility deposits, and move-in specials.

### WHAT WE NEED FROM YOU

VALID GOVERNMENT PHOTO ID

HOMELESS VERIFICATION

- To qualify, you must be living in a shelter or a place not meant for habitation (such as the streets)
- We can accept a copy of the Campus/CASS ID card as proof of homelessness
- We can also accept a letter from a social service provider/case manager who can verify homelessness

PROOF OF INCOME

- If you're working, we need to see at least **three paycheck stubs**. We only accept income that is permanent, long-term employment. At this time, we are unable to assist individuals who are doing commission based work, temporary/seasonal work, or "working under the table."
- If you're getting SSI/SSDI, a retirement or a pension, we need a **benefits award letter** from the last 60 days
- We can accept a **bank statement** that shows 3 deposits if you are enrolled in direct deposit service
- Our income requirement is that you have at least **\$300 left each month after paying rent**
- We can assist you if you have no income but are approved for a program that doesn't require you to pay rent

MOVE-IN COST SHEET

- This is provided by the property and should be on a business template
- It should state the rental amount, deposit amounts, new address, and contact information for property management

### WALK-IN HOURS

**MONDAY**  
6AM-4PM

**WEDNESDAY**  
6AM-4PM

**THURSDAY**  
6AM-4PM

**FRIDAY**  
6AM-11AM

**SATURDAY**  
8AM-12PM

### HOUSING SPECIALISTS

TAMMY PANCOAST  
(602)-223-3414

MATTHEW STEELE  
(602)-223-3425

## Housing Assistance Program Client Referral Form

**Instructions:** Please fill out this form only after you have collected all of the required documents for the Housing Assistance Program. You can submit it during walk-in hours or you can contact one of the Housing Specialists to set up an appointment.

**Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Emergency Contact Phone:** \_\_\_\_\_

**Mental Health Clinic**  Yes  No **Name of Clinic:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Parole/Probation**  Yes  No **Officer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Income Source**  SSI/SSDI  Other Benefit  Employment  Other: \_\_\_\_\_

**Proof of Income Type**  3 paycheck stubs  Award Letter  Bank Statement

*If Employed*

**Current Employer:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

### Rental Information

**Apartment Name:** \_\_\_\_\_ **Leasing Office Address:** \_\_\_\_\_

**Property Manager/Owner Name:** \_\_\_\_\_ **Property Manager Phone:** \_\_\_\_\_

**Your New Address:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Utilities Included**  Yes  No **Utility Company:** \_\_\_\_\_ **Utility Account #:** \_\_\_\_\_

### **Additional Information**

- 1) What challenges did you face in locating a rental?
- 2) Do you have any concerns about the rental property that you selected?
- 3) What support do you need from the Campus Housing Department?