



Housing & Utility Assistance Instructions & Documents Needed

Please submit the following documents to receive housing* and/or utility assistance. We will not process your application until all documents are received.**

1. North Light Application
2. Photo ID
3. Proof of ALL income (paystubs consecutive totaling a month, SSI/SSDI, SNAP benefits letter, pension, etc.)
4. Copy of utility bill(s) - *If receiving utility assistance*
5. For renters, copy of Lease or Rental Verification Form (signed by landlord); for mortgage holders, copy of Mortgage Statement - *If receiving housing assistance*

If you are applying for BOTH programs you will need to provide copies of utility bills and lease/mortgage.

If you are applying for ONE program only provide the documents for that program.

Please feel free to reach out to Krista at (215) 483-4800 ext. 102 or send an email to services@northlightcommunitycenter.org.

***We are asking that applicants for housing assistance only apply for ONE month of rent or mortgage payments, unless payment of more than one month would prevent you from losing your housing (at that point we could provide for up to a maximum of 3 months). If you are in this situation, you must provide proof of eviction or other situation in which you are in danger of losing your housing.**

****Utility assistance can be applied to multiple bills for up to \$300. However, if your bills are less than that amount, we will only pay the exact amount on the bill.**

Applications will NOT be processed until ALL documentation is received. Once all documentation is received in our office, applications will be reviewed and checks will be issued, on a weekly basis (typically on Thursday or Friday). If you provide documents after the review day, your application will be reviewed the following week. All payments are sent via check directly to the utility provider and/or landlord or mortgage holder. At no time will checks be cut directly to an applicant.

Housing & Utility Fund Application

First Name: Last Name: Preferred Language:
Address: City: State: Zip:
Home Phone: Mobile Phone: Email Address:

How did you hear about us?

Check one for assistance: Rent Mortgage Utility Rent and Utility Mortgage and Utility

Attach all sources of household income for anyone above 18 years of age, including but not limited to pay from employment, food stamps, social security, disability, pension, and unemployment.

If employed, how often do you receive pay: Biweekly Weekly Monthly Twice Monthly

HOUSEHOLD INFORMATION

Include every persons in household including all information below. (Include yourself first):

Date of Birth	Full Name	Relationship to you	Disabled? (Check if yes)	Gender (Choose One)	Race/Ethnicity (Choose One)	Veteran (Check if yes)
		SELF				

PLEASE READ BEFORE SIGNING:

I do hereby give my consent to North Light Community Center for the release of the information contained on this form for the purpose of obtaining assistance through its Housing & Utility Fund. I understand that I may revoke this consent at any time except to the extent that information has been disclosed prior to revocation. This consent will remain in effect for 90 days. I also understand that the types and purpose of information to be disclosed is limited to that identified above. Finally, I understand that there could be a follow up call to assess how the grant benefited me. I agree to make North Light aware of my current situation upon receiving that call.

Client Signature: _____

Date: _____

For Administrative Use Only

Total Annual Income: \$ _____	% of FPIG: _____ %	Application Started: _____	Current Lease: _____
Utility(ies) Paid: _____	Amt. Paid: \$ _____	Identification Expiration: _____	Current Mortgage: _____
Date Paid: _____	Check #(s): _____	Proof of Income: _____	Current Utility Bill: _____
Housing Paid: _____	Amt. Paid: \$ _____	Application Completed: _____	Date of Determination: _____
Date Paid: _____	Check #: _____	Administrator Signature: _____	