

Saint Vincent de Paul Conference Intake Form

Rent/Mortgage/Utility Assistance Application

A) Client Information

Name:		DOB		Today's Date		
Address:			Gender (Male/Female):			
City:		AZ	ZIP Code:	Email		
Household:		How Many Adults?	How Many Children?	Phone #		
Life Event Generating the Crisis (Mark "X" to all that Apply to this Crisis)						
Household Change		Income Change			Unexpected Expense	
Birth/New Custody	Divorce/Separation	Household Death	Job Loss	Job Hours Reduced	Work Related Injury	Bridge between jobs
						Health Issue
						SSI/SSDI Change
						Medical Bills
						Rent Increase
						Car Repair
						Other

Description of Crisis w/ Confirmation & Sustainability Statement (how will client pay bills going forward):

B) Rent/Utility Assistance Request Details

Requesting Assistance for:		Rent	Mortgage	APS	SRP	SWG	Other/
Client Requested Amount:							
Mthly Rent/ Mort. Amt.	Total Amt. Currently Due		Amt. Client Can Pay	Conference Co-fund Amount	Conf. Amount Requested		
Landlord / Mortgage Company Name			Landlord Contact Name		Contact Phone		

Utility Assistance (list all that you need assistance with) Note: Applicant must reside at address

Utility Name:	Account #

C) Conference Information

Conference:	Contact Name:	Contact Phone:	Email to use for Communication:
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Application Request Notes & Client Visit Notes:

Please email this completed Conference Assistance Application to: HP@svdpaz.org . The Conference will be sent a link by email to upload the following listed documents into the SVdP Computer System. A decision will be made after all documentation is uploaded and review is completed. Notification of approval/disapproval will be sent to the Conference email address listed above.

For Rent:	Full Lease Agreement (Must be current, signed by Client and Landlord) or Mortgage Statement
For Utility	Most recent copy of the Utility Bill in the client's name & Completed Utility Release form
For Rent or Utility	Client's Picture ID
For Rent or Utility	Completed Client Affidavit and signed by client

***** PLEASE DO NOT PAY RENT TO LANDLORD UNTIL WE DETERMINE AVAILABILITY OF FUNDS**