

Homelessness Prevention (HP) Conferences Checklist

Mortgage/Rental Assistance Documentation

- Conference Intake Application Form (fillable)
- Statement of Eligibility Form (fillable)
- Neighbor Demographics Form (fillable)
- Research Use and Disclosure Form
 - Return pages 1 and 4 for English Neighbors
 - Return pages 5 and 8 for Spanish Neighbors
- Neighbor Picture ID
- Lease Agreements include:
 - Landlord Name
 - Tenant Name (Neighbor must be listed on the lease)
 - Residence Address
 - Lease Term
 - Amount of Rent
 - Landlord and Tenant Signatures
- Mortgage
 - Mortgage Servicing Company-Statement in Neighbor's name

Wildfire Grant Assistance (APS, SRP or Southwest Gas) ****These funds will not come from HP allotments**

- Conference Intake Application Form (fillable)
- Statement of Eligibility Form (fillable)
- Neighbor Demographics Form (fillable)
- Research Use and Disclosure Form
 - Return pages 1 and 4 for English Neighbors
 - Return pages 5 and 8 for Spanish Neighbors
- Neighbor Picture ID
- Copy of most recent bill
- SRP-SRP Utility Authorization Form (fillable)
- APS/SW Gas-Utility Release Authorization Form (fillable)
- Copy of all household income (past 30 days) If income documents are not available, the past 30 days of income, including no income, can be stated on the Statement of Eligibility form.
- Signed Wildfire letter submitted after approval. (will be emailed before payment can be made)

Other Utilities (excluding APS, SRP or SW Gas) ****These funds will come from HP allotments**

****These funds will come from HP allotments**

- Conference Intake Application Form (fillable)
- Statement of Eligibility Form (fillable)
- Neighbor Demographics Form (fillable)
- Research Use and Disclosure Form
 - Return pages 1 and 4 for English Neighbors
 - Return pages 5 and 8 for Spanish Neighbors
- Neighbor Picture ID
- Copy of most recent bill
- Utility Release Authorization Form (fillable)