

Please Read All Requirements Below

To be seen for **Rental Assistance, you must bring all of the following:**

- Lease (or Welcome Letter if it is for Deposit Assistance)
- Demand of Payment (3-Day Notice- may say different number of days i.e., 7,10, 30)
- Valid Identification
- Social Security Cards or Birth Certificates for the household
- Proof of Financial Hardship – Documentation showing why you are having difficulty paying your rent this month- (not a handwritten letter)-For examples, please see below
- Proof of Income, if applicable
- W-9 – dated within one year (completed by landlord)
- Landlord Verification Form (completed by landlord)
- EFSP Form (completed by landlord)
- One-hour financial class – must provide certificate or email showing completion (please see financial sheet for instructions)

We are only able to provide financial assistance once in a twelve-month period. Once all the documents are received, you will see a Prevention Specialist to see how we can best assist you. **We are only able to assist with a portion of one month of rent. You will be required to pay the remaining balance and provide a receipt, prior to us assisting with our portion.** Once all documents and receipts are provided, your application will be submitted for review.

Examples of Proof of Financial Hardship

- Recent loss of employment (within 60 days -Documentation from employer)
- Recently was hired at a new job (Documentation from employer)
- Reduction in hours at work (provide paystubs showing the reduction)
- Temporarily out of work due to medical reasons (Documentation from your health care provider)
- Receiving Social Security benefits (Social Security Award Letter)
- Unexpected expense that occurred such as a car repair or medical expense (Provide receipt of payment)
- Receiving unemployment benefits

If the landlord would prefer to send the landlord forms directly to us, they can send them to Contact_Outreach@metromin.org. Have the landlord include your name in the subject line. Do not send your documents to this email. To check if we have received them or if you have any additional questions, please contact us at 813-209-1200.

Metropolitan Ministres Rent Assistance Landlord Confirmation

Today's Date: _____

Notice to Tenant:

Your signature hereby authorizes your landlord to release the below information.

Tenant's Legal Name

Tenant's Signature

DEAR LANDLORD:

Name of Tenant

_____ of _____
Tenant's Address City ST Zip Code

Has applied for rental assistance from Metropolitan Ministries. In order to determine eligibility, the below information is required. **Please print legible to avoid processing delays.**

1. **Property Name:** _____
2. **Tenant's move-in date:** _____ **Rent is paid through:** _____
3. **How many bedrooms are in the unit?** _____
4. **Please list base rent for this unit, as stated on the lease:** \$ _____
5. **Please list the current balance:** \$ _____
 - a. **Is the tenant currently month-to-month:** YES / NO

Metropolitan Ministries will ONLY authorize payments to the verified owner or property management company, stated below and on a valid, corresponding W-9 form. The W-9 form must also match the current lease agreement.

Owner/Property Management, as stated on W-9, including DBA

Owner/Property Management Company's Physical Address

Owner/Property Management Representative Mailing Address (Payment Address)

Owner/Property Management Representative Phone #

Owner/Property Management Representative Email

- **I attest that I have a lease agreement with the above-named tenant.**

Owner/Property Management Representative Signature

Owner/Property Management Representative (Print Name)

Revision Date: 05/19/2020

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



This form must be completed in its entirety by the Local Recipient Organization (LRO) providing service, as all information is required, for each rent/mortgage payment made with Emergency Food and Shelter Program funds. Failure to provide complete, required information will result in a compliance exception.

Client Information:

Date (month/day/year): _____

Client Name: _____

Client Address: _____

(complete street address)

(city/state/zip)

Type of Assistance:

Rent (check one)

Mortgage (check one)

☐ Past due rent

☐ Past due mortgage

☐ Current month's rent

☐ Current month's mortgage

☐ First month's rent (effective/move in date _____) (month/day/year)

EFSP guidelines allow for the payment of mortgage principal and interest only. Current rent/mortgage payments may be made up to 10 calendar days before the due date. First month's rent may be paid up to 30 days prior to move-in date. No deposits, escrow fees, late fees, etc. are eligible when providing assistance to individuals/households. First month's mortgages are not allowed.

The monthly rent/mortgage payment is \$ _____

The total owed (including the amount above) is \$ _____

The one month amount being paid by this agency is \$ _____

The amount being paid is for the month of (month/year) _____

The one month amount being paid is/was due on (month/day/year) _____

The one month amount being paid is past due in its entirety at time of payment (check one): ☐ Yes ☐ No

□□□□□□□□□□□□□□□□□□□□

LRO Verification (To be completed by the LRO staff):

LRO Staff Name: _____

LRO Staff Signature: _____

Date (month/day/year): _____

Landlord/Mortgage Holder Verification (To be completed by the landlord/mortgage holder):

This is to confirm that rent/mortgage for _____ for the property
(name of individual or family)

at _____ with
(complete address, street number and name, city, state, zip code)

a monthly rent amount of \$ _____ (rent only: includes no deposits, late fees, or other charges) or with a mortgage
with a monthly payment of \$ _____ (principal and interest only; no escrow payments or other fees) is/was
due on _____. The total amount currently owed is \$ _____. The individual/
(month/day/year)

family now has rent/mortgage due/past due for the month(s) of _____. (month/year)

Landlord/Mortgage Holder Name: _____ Phone: _____

Address: _____
(street/city/state)

Landlord /Mortgage Holder Signature: _____ Date (mo/day/yr): _____

Important: Payment will guarantee residency for an additional 30 days!

Financial Class Instructions

To process your request for Financial Assistance as quickly and efficiently as possible complete the required Financial Education class prior to your appointment. There are a couple of ways to meet this requirement.

1. In person classes are held three times a month at the Family Support Center (FSC), 2301 N Tampa St. Scan QR code below for dates and times and to register on FSC Eventbrite page. You will receive a certificate at the end of the class.
2. Regions Banks offers virtual webinars at various days and times. Scan QR code to access webinar registration page. See tips below.

Tips for registering and completing:

You need to pre-register for the class. Scroll down the page till you see the webinars that are available to attend. The classes you can select from are Fraud Alert: Protecting Yourself from Scams, Saving for Retirement, Your Road to Home Ownership, Smart Money Habits, Maximize Your Personal Wealth, Your Credit Report, and Simplify Your Baking with Digital Tools. There will be dates and times for each webinar topic. Select the date to register. Be sure you select a webinar and not a video (watch now).

Class times are CST, Florida's time, EST is an hour later therefore if the class says it starts at 10:00 AM it will start at 11:00 AM for you.

Choose a webinar of your choice, hit continue and complete the registration. In the field that requires company or agency information type Metropolitan Ministries.

You should receive an email confirmation and a link to join the class.

After you attend the class, you will be able to fill in and print a certificate of attendance (located in resources button). You will receive a "Thank you for attending email" from Regions Bank after you attend the virtual class. The certificate or the email will be accepted as verification of class attendance.

<https://www.regions.com/next-step/next-step-webinars>

Scan QR Code for In-Person Class



Scan QR Code for Regions Virtual Class



SCAN ME