

POR FAVOR LEA TODOS LOS REQUERIMIENTOS A CONTINUACIÓN

Para ser visto por Asistencia de Alquiler, usted debe traer todos los siguientes:

- Contrato de Arrendamiento (o Carta de Bienvenida sí es para asistencia de depósito)
- Demanda de Pago (3-Aviso del Día – tal vez este escrito un numero diferente de días i.e., 7,10, 30)
- Identificación Valida
- Cartas de Seguros Sociales (Social Security Cards) o Certificados de Nacimientos de los miembros de su hogar
- Prueba de Dificultad Financiera – Documentación demostrando la razón por la cual usted tiene dificultad para pagar su renta este mes - (no una carta escrita a mano) - Por ejemplos, por favor vea en la parte inferior
- Prueba de Ingreso, Si aplica
- W-9 fechada dentro de un año (completada por el propietario)
- Formulario de Verificación del Propietario (completado por el propietario)
- Formulario EFSP (completado por el propietario)
- Una-hora de una clase financiera – debe proveer un certificado o email demostrando su terminación (Por Favor vea la última página por las instrucciones)

Solo podemos brindar asistencia financiera una vez en un período de doce meses. Una vez que todos los documentos han sido recibidos, será visto por los Especialistas de Prevención (Prevention Specialists) para visualizar cual sería la mejor manera para asistirle. **Solo podemos asistirle con una porción del pago mensual de su renta. Usted será requerido a pagar el balance faltante y proveer un recibo, antes de nosotros asistirlo con nuestra parte.** Una vez que todos los documentos y recibos sean proporcionados, su aplicación será sometida a revisión.

Ejemplos de Prueba de Dificultad Financiera

- Pérdida de empleo (dentro de 60 días – documentación del empleador)
- Recientemente fue contratado en un nuevo empleo (documentación del empleador)
- Reducciones de horas de trabajo (Pruebas de pagos mostrando reducción)
- Temporalmente fuera del trabajo debido a razones médicas (documentación de su proveedor de asistencia de salud)
- Recibiendo beneficios de Seguro Social (Carta de adjudicación de Seguro Social)
- Gatos imprevistos que ocurrieron como la reparación del auto o gastos médicos (Proveer recibo de pago)
- Recibiendo beneficios de desempleo

Si el propietario prefiriera enviar el formulario directamente a nosotros, lo podría enviar a Contact_Outreach@metromin.org. Pídale al arrendador que incluya su nombre en la línea de asunto. **No envíe sus documentos a este email.** Para verificar si recibimos el formulario del propietario o si tiene preguntas adicionales, por favor contáctese con nosotros al 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:

_____ of _____
Name of Tenant 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. ☐ Individual/sole proprietor or single-member LLC ☐ 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. ☐ 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) _____ (Applies to accounts maintained outside the U.S.)
	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-DIV (dividends or 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!

Instrucciones de la Clase Financiera

Para procesar su pedido por ayuda financiera lo más rápido y eficientemente posible complete la clase de Educación Financiera antes de su cita. Hay diferentes formas de completar este requerimiento.

1. Clases en persona que son dadas tres veces al mes en el Family Support Center (FSC), 2301 N Tampa St. Escanee el código QR en la parte inferior para ver las fechas y horarios disponibles; y para registrarse en la página de FSC Eventbrite. Usted recibirá un certificado al completar la clase.
2. Regions Banks ofrece seminarios virtuales diferentes días y horarios. Escanee el código QR para acceder a la página de registración del seminario web. Visualice los consejos en la parte inferior.

Consejos para la registración y terminación

Necesita hacer una pre-registración. Deslice hacia la parte de debajo de la página hasta que usted visualice los seminarios web que están disponibles para asistir. Las clases que usted puede seleccionar son 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 Banking with Digital Tools.

Habrán fechas y horarios diferentes para cada seminario web. Seleccione la fecha para registrarse. Asegúrese de seleccionar el seminario web y no el video (Vea ahora).

Los horarios de las clases son CTS, horario de la Florida, EST es una hora más tarde por esa razón si la clase empieza a las 10:00 AM empezará a las 11:00 AM para usted.

Elija el seminario web de su elección, presione continuar y complete la registración. En la sección que requiera la información de la agencia o compañía escriba Metropolitan Ministries.

Debería recibir un correo electrónico y un enlace para poder acceder a la clase.

Después de completar la clase, usted podrá llenar e imprimir un certificado de asistencia (ubicado en el botón de recursos). Usted recibirá un "Gracias por atender email" de parte de Regions Banks después de atender las clases virtuales. El certificado o email será aceptado como verificación de asistencia.

Escanee el código para la clase en persona



Escanee el código para las Clases Virtuales de Regions

