



# Eastham Rental Assistance

## INCOME ELIGIBILITY TABLE

Household Size	1	2	3	4	5	6	7	8
100% Income Limit	\$86,870	\$99,280	\$111,690	\$124,100	\$134,028	\$143,956	\$153,884	\$163,812
120% Income Limit	\$114,850	\$131,300	\$147,700	\$164,050	\$177,250	\$190,300	\$203,500	\$216,600

- **Applicants are accepted on a rolling basis.**
- **Program participation will be awarded to eligible households as funding allows.**
- **Available to year-round Eastham residents and people who work in Eastham.**

To learn more, or if you have any questions please contact our office at **508-255-9667** or email [help@hpccapecod.org](mailto:help@hpccapecod.org).

Your application can be submitted online or you can download, print, and mail your completed application to

**Homeless Prevention Council  
Rental Assistance  
P.O. Box 828  
Orleans, MA 02653**



**CLICK HERE TO FILL OUT FORM AND  
SUBMIT ONLINE**



## TENANT APPLICATION CHECKLIST



- ☐ Completed, initialed and signed Application Form  
(ALL adult household members must sign)
- ☐ Documentation of eligibility for local preference
- ☐ Documentation for your sources of income  
(i.e. 8 consecutive weeks of paystubs, W-2, 1099-NEC, 1099-MISC, Schedule C, copies of bank statements, retirement account, brokerage & and securities holdings, virtual currency statements, retirement account statements, social security benefit letter, etc.)
- ☐ Verification of student status for any member of the household who is over 18 and a full-time student
- ☐ Copy of year-round lease
- ☐ Last two months bank account statements for all accounts - include all pages.
- ☐ Paid receipts for out of pocket childcare expenses
- ☐ Paid receipts for out of pocket medical expenses

## LANDLORD APPLICATION CHECKLIST



- ☐ Current rental certificate from the town
- ☐ Completed W-9
- ☐ Verification that tenant is current in rent payments
- ☐ Direct deposit form

***\*\*Verification of student status is required if any member of the household is over 18 and a full time student.  
(Income for full-time students who are the head of household or spouse must be counted in annual income.)***

## Eastham Rental Assistance Application

Are you currently behind on your rent? ☐ yes ☐ no

Have you received a notice to quit? ☐ yes ☐ no

Do you or another household member have a Section 8 or other subsidy? ☐ yes ☐ no

**Applicant Name:** \_\_\_\_\_

Residential Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Co-Applicant Name:** \_\_\_\_\_

Residential Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**List all household members who live or will be living in the home including yourself:**

Name	Date of Birth	Age	Relationship to applicant	Student Status Fulltime (Y/N)
1.			self	
2.				
3.				
4.				
5.				
6.				

**Current Landlord Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Monthly Rent: \_\_\_\_\_ Is this a year-round rental? ☐ yes ☐ no

Do you have a written year-round lease? ☐ yes ☐ no

Are utilities included? ☐ yes ☐ no

If no, what utilities are you responsible for? \_\_\_\_\_

## Household Income

Fill out the cash values for the income sources that apply and indicate the frequency they are received (annually, monthly, bi-weekly, weekly, seasonally, etc.).

	Head of Household		Co-Head of Household	
	Amount	Frequency	Amount	Frequency
All wages and salaries prior to deductions				
Overtime pay				
Commissions, tips, bonuses, fees, and other compensation for personal services				
Net business income				
Interest/dividend income				
Social Security				
Supplemental Social Security income				
TAFDC				
Cash benefits				
Pension payments				
Disability income				

## Household Income (contd.)

	Head of Household		Co-Applicant	
	Amount	Frequency	Amount	Frequency
Unemployment compensation				
Alimony/child support				
Veterans' benefits for all adult household members over the age of 18, **unless the member is a full-time student				
PFMLA payments				
Unearned income of children (SS, SSDI, etc.)				
Additional income and assets:				
<b>Total</b>				

## Household Income (contd.)

For each source of income indicated in the table on page 4 and 5, fill out the following information as it applies.

### Head of Household

Type of Income Source	Employer Name	Employer Address	Employer Phone	Employer email

### Co-Applicant

Type of Income Source	Employer Name	Employer Address	Employer Phone	Employer email

## Household Assets

Fill out the table below as it applies.

	Head of Household		Co-Applicant	
	Name of bank/institution	Approximate cash value	Name of bank/institution	Approximate cash value
Real estate				
Checking account				
Savings account				
Debit/direct deposit card				
Certificate of deposit				
Stocks				
Brokerage/portfolio				
IRA/401K/etc.				

## Expenses

### Applicant

Out of Pocket Medical Expenses      Annual Amount: \_\_\_\_\_ Source: \_\_\_\_\_

Out of Pocket Childcare Expenses      Annual Amount: \_\_\_\_\_ Source: \_\_\_\_\_

### Co-Applicant

Out of Pocket Medical Expenses      Annual Amount: \_\_\_\_\_ Source: \_\_\_\_\_

Out of Pocket Childcare Expenses      Annual Amount: \_\_\_\_\_ Source: \_\_\_\_\_

## Goals and Strategies

Please indicate below what priorities you will focus on in the next year to stabilize your housing situation. Highlight specific goals and strategies.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Race And Ethnicity

The following information is requested by the Rental Assistance Program to assure that Federal Laws prohibiting discrimination against applicants on the basis of race, color, national origin, religion, sex, marital status, age, and handicap are complied with. You are not required to provide this information, choosing to not provide this information will in no way affect your application.

CHECK OFF WHAT APPLIES TO YOU IN BOTH CATEGORIES.

### Ethnic Categories

☐ Hispanic or Latino

☐ Non-Hispanic  
Latino

or

### Racial Categories

☐ American Indian

☐ Black or African  
American

☐ Asian

☐ Native Hawaiian or other  
Pacific Islander

☐ White

☐ Other

Or

☐ I do not wish to provide this information

*Homeless Prevention Council prohibits discrimination based on race, creed, color, sex, age, disability, marital status, veteran status, sexual orientation, national origin or any other basis prohibited by law in the renting of units.*



### Release of Information

I/We, \_\_\_\_\_

residing at \_\_\_\_\_

authorize Homeless Prevention Council (HPC) to release and/or to obtain information for the purpose of providing services. I understand that this information may include personally identifying details about myself and members of my household. I understand that individually identifying information will only be shared to the extent it is necessary for the referral process to housing and other services and to otherwise assist me. This release will remain valid unless revoked in writing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Local Preference Category:

- ☐ Current Eastham Resident  
Documentation must be provided. (i.e. copy of lease)
- ☐ Current employee of a business/organization in the town of Eastham  
Documentation of pay stubs must be provided

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Applicant Signature

Date

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Co-Applicant Signature

Date

### Applicant Certification and Consent to Release Information

All adult household members must **initial**

- \_\_\_\_\_ I/We understand this program requires participation in case management.
- \_\_\_\_\_ I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge.
- \_\_\_\_\_ I/We understand the program provides for a maximum of three years rental stipend and is not intended to provide long-term assistance.
- \_\_\_\_\_ I/We will maintain monthly contact with my Case Manager to work on a goal for self-sufficiency.
- \_\_\_\_\_ I/We will notify my Case Manager within 10 days of any changes in household composition or income or if I/we receive financial assistance or a rental subsidy from any other source.
- \_\_\_\_\_ I/We understand the information provided on this application will be used to determine eligibility for the Eastham Rental Assistance Program.
- \_\_\_\_\_ I/We authorize the town of Eastham and/or the Program Administrator designee to verify my income and assets and landlord references for purposes of eligibility for the Rental Assistance Program.

Your signature(s) below gives consent to the town of Eastham and the Homeless Prevention Council to verify the information provided in this application. No applications will be considered complete unless signed and dated by the Applicant and Co-Applicant.

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**Applicant Signature:**

**Date:**

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**Co-Applicant Signature**

**Date:**