

# Emergency Rent Assistance

## Intake Appointment Requirements

These are the detailed documents needed to apply for all of Bellevue LifeSpring's services. Families who live in Bellevue or the Bellevue School District (BSD) and have children under 18 in the household are eligible to apply for services.

### Proof of Hardship (during COVID-19)

**Required** (only one required)

- Employer letter stating layoff/furlough/reduction in hours due to COVID-19
- Positive COVID-19 test result for any household member
- Referral through the Family Connection Center from the Bellevue School District

### Proof of Identity

- **Required:** Official photo ID (e.g. standard ID card, driver's license, or passport) for all **adults** living in household
- **Required:** Birth certificate for all children **under the age of 18** living in the household

### Proof of Bellevue Residence

**Required:** Lease or contract from your property manager/landlord

### Proof of Income

**Required** (all that apply)

- Two most current pay stubs of **each adult** in the home
- Section 8 housing voucher
- Pandemic-EBT
- Social Security Income (SSI)
- Unemployment Benefits
- Bank statement documents (only applies to contract/freelance workers)

**"Proof of Income"**  
also count as  
**"Proof of Hardship"**

# Emergency Rent Assistance FAQs

## How long does it take to verify eligibility for emergency rent assistance/first month's rent assistance?

- Typically, it takes **one week** from the initial request of assistance so that our administrators can review the submitted paperwork and make a decision on eligibility. Once we verify **eligibility**, it takes 7-10 business days for the property manager/landlord to receive the pledged assistance from our office.
- Please turn in **all required documents** within 48 hours. Requesting emergency rent assistance/first month's rent assistance is on a **first come, first serve basis**.
- To help expedite the process, please let your property manager/landlord know that Bellevue LifeSpring will be contacting them. Some properties need permission to release your information to an organization.

## I cannot email documents to Bellevue LifeSpring. Is there another way to submit paperwork?

You can send a clear photo (image of whole document) via text to (425) 283-3821.

## I cannot obtain an employer letter, or any other Proof of Hardship listed on the flyer. Can I use something else for Proof of Hardship?

Yes, some items under "Proof of Income" qualify as alternative "Proof of Hardship" documents. Many government benefits qualify. Here are a few examples:

- Annual sales report (only applies to business owners)
- Doctor's note (for guardians who are immunocompromised)
- Disaster Cash Assistance Program
- Temporary Assistance for Needy Families (TANF)
- Child Support (Court Order Letter)

*You may always ask our Human Services Administrative team via email [help@bellevuelifespring.org](mailto:help@bellevuelifespring.org) if a document outside of this list is eligible.*

## What if I do not have a lease or lease contract?

You will need to contact your property manager/landlord and request a written agreement that lists:

- Name of landlord and tenants
- Duration of lease
- Monthly rent amount
- Address of residence

## What if I do not have a birth certificate for my child(ren)?

You may submit medical documents, school enrollment forms or benefit letters from DSHS with list of dependents showing guardianship of children.