

## Intake Appointment Requirements

Below are the detailed documents needed to apply for all of Bellevue LifeSpring's rent assistance. Families who live in Bellevue or the Bellevue School District and have children under 18 in the household are eligible to apply.

### Proof of Hardship

- **Required:** 14-day pay or vacate notice

### 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
- **Required:** Current Rent Ledger or balance due 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
- Child Support (Court Ordered Document/Receipts of Payment)
- Social Security Income (SSI)
- Unemployment Benefits
- Bank statement documents (only applies to contract/freelance workers)

# Emergency Rent Assistance FAQs

## How long does it take to verify eligibility for emergency rent assistance or 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 or first month's rent assistance is on a **first come, first serve basis**.

To help expedite the process, please let your property manager or landlord know that Bellevue LifeSpring will be contacting them. Some properties need permission to release your information to an organization.

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

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

- 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.