EMERGENCY ASSISTANCE APPLICATION CHECKLIST

**STEP 1:** SEE IF YOU QUALIFY FOR DEPOSIT, EVICTION, FIRST MONTH’S RENT, MORTGAGE, OR XCEL ASSISTANCE BY ANSWERING YES OR NO TO THE FOLLOWING STATEMENTS:

☐ Yes ☐ No I can prove that I have lived in Denver county for the past 30 days.

☐ Yes ☐ No I have not received rental assistance (deposit assistance, eviction assistance, first month’s rent assistance, mortgage assistance, and/or Xcel assistance) from Denver Human Services within the last 12 months.

☐ Yes ☐ No My monthly income is below what is listed below based on household size.

<table>
<thead>
<tr>
<th>HOUSEHOLD SIZE</th>
<th>MAXIMUM NET MONTHLY INCOME - OTHER EMERGENCY ASSISTANCE PROGRAMS</th>
<th>MORTGAGE ASSISTANCE ONLY - MAXIMUM NET MONTHLY INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$3,190</td>
<td>$4,253</td>
</tr>
<tr>
<td>2</td>
<td>$4,310</td>
<td>$5,746</td>
</tr>
<tr>
<td>3</td>
<td>$5,430</td>
<td>$7,240</td>
</tr>
<tr>
<td>4</td>
<td>$6,550</td>
<td>$8,733</td>
</tr>
<tr>
<td>5</td>
<td>$7,670</td>
<td>$10,226</td>
</tr>
<tr>
<td>6</td>
<td>$8,790</td>
<td>$11,729</td>
</tr>
<tr>
<td>7</td>
<td>$9,910</td>
<td>$13,214</td>
</tr>
<tr>
<td>Each additional family member</td>
<td>+$1,120</td>
<td>+$1,492</td>
</tr>
</tbody>
</table>

If you checked Yes (Y) on all the statements in Step 1, please proceed to Step 2. If you checked No (N) on any of the statements in Step 1, you are not eligible for this program.

**STEP 2: DOCUMENTATION**

**EMERGENCY ASSISTANCE**

The following forms of documentation are required to process all applications:

- Proof of income or pending income showing you can pay your rent or mortgage after a one-time assistance payment from Denver Human Services (please note that your rent or mortgage cannot be more than 60% of take-home pay). Acceptable proof of income includes:
  - Last 30 days of pay stubs
  - A statement from your employer with your start date, hourly wage, weekly hours, and how often paid if newly employed
- Proof of available resources. Acceptable proof includes:
  - Bank and/or spending card activity showing past 30 days of transactions (be sure you have blacked out your bank account number)
- Picture ID for all adult applicants
# RENT DEPOSIT ASSISTANCE

If you are applying for rent deposit assistance, in addition to the documents required for all applications, you will need to provide documentation proving you have been challenged with homelessness for a minimum of 30 days within the City and County of Denver. Accepted documents include:

- Shelter verification letter
- Community partner/case manager letter
- Housing support letter
- Motel receipts
- Proof you receive public assistance benefits from Denver Human Services
- Letter of eviction from Denver residence within last 60 days
- Current utility, phone, or supporting mail correspondence

# FIRST MONTH’S RENT

If you are applying for first month’s rent assistance, in addition to the documents required for all applications, you will need to provide:

- A copy of a lease agreement or an Intent to Rent letter from a landlord (provide copy of the inspection report and addendum IF you are living in Section 8 housing)

# EVICTION ASSISTANCE

If you are applying for eviction assistance, in addition to the documents required for all applications, you will need to provide a demand for rent/Eviction Notice, copy of your payment ledger, or letter from your landlord with notice of eviction. You will also need to provide documentation of an emergency that caused your inability to pay rent. Accepted documents include:

- Paid medical/auto repair receipts
- Lay-off or termination of employment letter
- Funeral expenses

# XCEL

If you are applying for help paying your Xcel bill, in addition to the documents required for all applications, you will need to provide:

- A copy of your payment history for the last 90 days

Once you have completed the application (a separate document) and have collected all required document, contact Denver Human Services by calling 720-944-1520 and a member of our team will come and pick up your application packet. You may also drop off your complete application at any of our offices, fax it to 720-944-1125, or mail it to Denver Human Services, General Assistance, 1200 Federal Blvd., Denver, CO 80204

Please be advised that it can take up to five business days to process a complete application. Please do not call for an update until after five business days.

Visit [Denver.gov/HumanServices](http://Denver.gov/HumanServices) or call **720-944-4DHS (4347)** for more information on our programs and services.