

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:
<input type="checkbox"/> Yes <input type="checkbox"/> No	I can prove that I have lived in Denver county for the past 30 days.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have not received rental assistance (deposit assistance, eviction assistance, first month's rent assistance, mortgage assistance, and/or HOA fees) from Denver Human Services within the last 12 months.
<input type="checkbox"/> Yes <input type="checkbox"/> No	My monthly income is below what is listed below based on household size.

HOUSEHOLD SIZE	EMERGENCY HOUSING ASSISTANCE - MAXIMUM NET MONTHLY INCOME
1	\$4,530
2	\$6,103
3	\$7,677
4	\$9,250
5	\$10,823
6	\$12,397
7	\$13,970
Each additional family member	+\$1,573

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 a resident within the City and County of Denver for a minimum of 30 days. Accepted documents include:

- Motel receipts
- 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)

EVICITION 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

Xcel assistance is available outside of LEAP season (November 1 - April 30). 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 Xcel 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 30 business days to process a complete application. Please do not call for an update until after 30 business days.

Visit [Denvergov.org/HumanServices](https://denvergov.org/HumanServices) or call **720-944-4DHS (4347)** for more information on our programs and services.