



311 Laurel Avenue

Laurel, MD 20707

(301) 776-0442

Monday 9 am-2 pm & 5:00 pm-7:30 pm, Wednesday 9 am-2 pm, Friday 9 am-2 pm

## Financial Assistance Program Guidelines & Information Sheet



### Program Eligibility

- You stay or live in Laurel (Zip codes: 20707, 20708, 20723, 20724)
- You have evidence of stable income to pay monthly expenses moving forward. **EXAMPLE: Your monthly bills total \$2200. Your regular monthly income MUST be over \$2200.**
- You have not received financial assistance from LARS in the past 12 months

### Required Documents

- Completed application
- Proof of Laurel residence in your name: Current Lease, Mortgage Statement, or Property Deed
- Picture ID for all adult household members (18+)
- Social security cards for ALL household members
- Birth certificate, birth record, or school record for child household members (0-17)
- Proof of **ALL** household income and benefits for the last 30 days: pay stubs; hire letter from a job with start date, projected hours, and pay rate; child support; SSI/SSDI or retirement income letters; unemployment; etc.
- ALL** monthly **bills** from the last 30 days: electric, gas, water, cable, cellphone, car insurance, car loan, credit card, loans, day care, etc.
- Checking account statements for the last 3 months for the primary account and 1 month for secondary accounts, if applicable
- For ENERGY ASSISTANCE: Past-due energy bill or energy Turn-Off Notice in your name
- For RENTAL ASSISTANCE: Current resident ledger showing late rent **AND** past-due rent notice or eviction notice
- For MORTGAGE ASSISTANCE: Current mortgage statement with amount due
- For MOVE-IN ASSISTANCE: Move-in letter in your name with move-in date and amount due for move-in

**NOTE: LARS has the right to request additional documentation at any point in the application process**

### Important Notes

- You **MUST** provide the required documents above and meet with a LARS Case Manager before your application can be processed.
- It may take 1-2 weeks for your case to be processed. A Case Manager will call you when an update is available.
- Requests should be made by the 25<sup>th</sup> of the month.
- **IF** you are ELIGIBLE for assistance, LARS may pay a portion of what you owe. You are responsible for paying your remaining balance including late and legal fees. **EXAMPLE: You are approved for \$300, but owe \$600. You must pay \$300. LARS will only submit payment AFTER you have paid the remaining \$300.**
- LARS does not reimburse any costs already paid or assist with payment plans/arrangements, or sub-leases.
- You may apply for **EITHER** energy assistance **OR** rental assistance. LARS is unable to assist with both.
- LARS can only assist with **current month rent or move-in assistance**. LARS is unable to assist with back due rent.
- Any rental payments made by LARS **MUST** guarantee an additional 30 days of housing.



# Financial Assistance Application

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

\*1. What kind of assistance are you seeking?  Move-in  Past Due Rent  Past Due Mortgage  Energy Bill

\*2. What is your current living situation?  Renting  Homeowner  Staying in a motel/Hotel  Homeless (Sleeping in car, outdoors, shelter, transitional housing)  Staying in the home of a friend/relative (No rental agreement)

Other: \_\_\_\_\_

3. Source(s) of Income \_\_\_\_\_

\*4. Please check all of the following that currently apply to you:

- My energy was turned off
- I received a Past-Due Notice or Turn-Off Notice from my energy provider
- I received a Past-Due/Late Rent Letter
- I received a Court Summons for Failure to Pay Rent
- I received a Warrant/Writ of Restitution giving the sheriff permission to evict me

**What caused your need for financial assistance? Please be specific.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Amount due: \$ \_\_\_\_\_ Amount requesting: \$ \_\_\_\_\_ How much can you pay? \$ \_\_\_\_\_

## 6. COMPLETE FOR RENTAL AND MOVE-IN ASSISTANCE ONLY

A. What is your monthly rent? \$ \_\_\_\_\_ B. What is your total past-due or move-in amount? \_\_\_\_\_

C. When was the last payment made? \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

D. Have you been to court?  Yes  No If Yes, what was the outcome: \_\_\_\_\_

## 7. COMPLETE FOR ENERGY ASSISTANCE ONLY

A. What is your average monthly utility bill? \$ \_\_\_\_\_ B. What is your total past due amount? \$ \_\_\_\_\_

C. When was your last payment made? \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

D. If you have a turn-off notice, have you called to request an extension on your bill?  Yes  No  
If No, call BGE Customer Service Line (1-800-685-0123) to request an extension.

E. Have you applied for the Maryland Energy Assistance Program (MEAP) since July?  Yes  No  
If yes, when: \_\_\_\_\_ Approved amount: \$ \_\_\_\_\_

If no, **YOU MUST APPLY FOR MEAP BEFORE** applying for LARS Energy Assistance or prove you are over MEAP income requirements. See [<http://dhr.maryland.gov/office-of-home-energy-programs/>] for more info.

8. What other agencies have you contacted for assistance?

Agency _____	Outcome _____
Agency _____	Outcome _____
Agency _____	Outcome _____

9. How did you hear about LARS? \_\_\_\_\_

<p>Staff Use Only:</p> <ul style="list-style-type: none"> <li>• Number of times financial assistance was requested in the last 12 months: _____</li> <li>• Number of times financial assistance was provided by LARS: _____</li> </ul>
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