



HOUSING ASSISTANCE SERVICES

Qualified: Y / N

Maui Economic Opportunity, Inc. (MEO) administers a variety of housing assistance services through various funding sources in partnership with a number of community agencies. These programs provide eligible households with necessary assistance to mitigate evictions and homelessness throughout the County of Maui and may include households whose income was affected by COVID-19. As a requirement to administering these services, applicants must accurately complete this application. Any false or omitted information found may result in denied services.

Target Population:

- Homeless
At-risk of Homelessness
Moving from emergency or transitional housing

I received rental or mortgage assistance from:

Table with 3 columns: Program/ Agency, Amount, Month/Year. Rows include Ka Hale A Ke Ola, Women Helping Women, Family Life Center, Catholic Charities, Maui United Way, MEO- HELP, Other, and None.

INITIAL APPLICANT INTAKE

Date of Application: How long have you lived on Maui?

Applicant Name: (First) (MI) (Last) Phone Number(s):

How many adults: children:

Do you receive HUD? Yes No Email Address:

Housing Status:

- Homeless
At-Risk of Homelessness
Moving from emergency or transitional housing
Household with one or more persons whose income was affected by the COVID-19 Pandemic
Household with one or more person who are unemployed and has been unemployed for 90 days prior to the date of application.

Requested Assistance: Rent Security Deposit Utility Deposit Mortgage

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.



Lease Agreement: Have you obtained a lease agreement? Yes No

Effective Date of Lease: _____ Termination Date: _____

EVICTION NOTICE:

Notice Date: _____ Eviction Date: _____

Please email application to: rap@meoinc.org or Drop off at: 99 Mahalani St. Wailuku

PROGRAM CHECKLIST

Required documents: (Provide information for ALL household members.)

**Please note that the following list is all the requirements needed for approval. Once a housing specialist reviews application they will contact you to verify any missing items. Upon review you will have 5 business days to provide missing items.*

Identification:

- Photo Identification of all household members 18 years+
 - Driver's License or State ID
 - Non USA citizens must provide passport
- Social Security Numbers and Birth Date of all household members
- Birth Certificate for only household members **5 years and younger**

Income Verification: (must be dated within 30 days of application for all verifications)

- Most current pay stubs covering the 30 days before the date of application
- Social Security Statement of Benefit/Pension
- Supplemental Social Security Income
- Unemployment Benefit Statement
- Monthly/quarterly financial statement; and G.E.T. if self-employed
- DHS Notice for Financial or Food Stamps TANF/SNAP (Benefit History printed within 30 days)
- Income Tax Returns
- Receipts showing how tax refunds were spent
- Income Tax Extension Letter
- Other (Child support, Alimony, etc.)
- COVID-19 income loss proof

Asset Verification:

- Current Checking Account Statement (within 30 days of application)
- Current Savings Account Statement (within 30 days of application)
- Other (Stocks, bonds, cash on hand, etc.)

Lease Verification:

- Copy of signed **CURRENT** lease **or** Unexecuted/Unsigned lease may be submitted if not currently living in the rental unit at the time of your rental application. **However, check will not be released until submittal of signed lease.**
- Utility Deposit Statement/Print Out from Utility Company
- MEO W-9 Form with Landlord/Property Managers Signature
 - Landlord's General Excise Tax Number (G.E.T.)
 - Tax Map Key (T.M.K.) Numbers Form

Back Rent/Eviction Verification:

- Letter from Public Housing, Landlord, Homeless or transitional shelter addressed to applicant

Letter must include the following:

- Date of Eviction Letter & Date applicant must vacate the premises
- Dates of unpaid rent with amounts & Breakdown of costs and total amount owing
- Printed name, contact number and Signature of evicting or current landlord

Mortgage

- Statement with address and current due date

Other:

- Letter from applicant explaining why assistance is needed and/or why you are behind on rent/mortgage
- Current Credit Report for all adults in the household (www.annualcreditreport.com)
- Mandatory Financial Literacy class to be attended** _____
- Rental Subsidy Letter (HUD of DHS) – HUD Notice of Rent Adjustment
- Home Inspection from HUD (front page of House Inspection form indicting box, passed)

APPLICANT ACKNOWLEDGMENT

I, _____ (print name) understand submitting this application does not guarantee my assistance. I understand that I must be forthright and truthful with all information provided to include but not limited to, disclosing assistance received and household income.

Applicant Signature

Date

MEO Staff

Date of Review

Please allow adequate time for review and someone will contact you whether you qualify or not.

Please email application to: rap@meoinc.org

Or

Drop off at: 99 Mahalani St. Wailuku