

Honesdale Borough Housing Assistance Relief

Application for Housing Assistance

Section 1	Complete this section for the head of household	
Name (Last, First, Middle Initial)		Date of Birth
		/ /
Home Address (Street, Apt. Number, City, State & Zip Code)		
Mailing Address if different from above (Street, Apt. Number, City, State & Zip Code)		
Email Address	Phone Number	Primary Residence Municipality
	()	

Section 2	Select those that apply to you:
<input type="checkbox"/> Renting With Utilities and/or Heat Included <input type="checkbox"/> Other (explain) _____	
<input type="checkbox"/> Renting With Heat and/or Utilities NOT Included _____	
<input type="checkbox"/> Own my primary residence _____	

Section 3	Select any that apply to you:
<input type="checkbox"/> Received shut off notice for electricity <input type="checkbox"/> Electricity is shut off <input type="checkbox"/> Other	
<input type="checkbox"/> Received shut off notice for gas <input type="checkbox"/> Gas is shut off Explain _____	
<input type="checkbox"/> Received eviction notice <input type="checkbox"/> Received foreclosure notice _____	

Section 4	What Mortgage company would funds be dispersed to? (Skip if not applicable)	
Name of Mortgage Company		Account Number
Address (Street, City, State & Zip Code)		Name on Account

Section 5	List your Landlord (Skip if not applicable)	
Company and/or Landlord Name		Account Number
Address (Street, City, State & Zip Code)		Name on Account

Honesdale Housing Assistance Application

Checklist for Housing Assistance

Please use this checklist in conjunction with your application to ensure your application is complete.

- Did you check Page 1 to confirm that you are eligible for assistance?
- Did you ensure that your primary residence is within the Borough of Honesdale?
- Did you fill out **ALL** required information clearly & completely?
- If you rent, did you enclose a copy of your lease agreement, payment information, and all supporting documents?
- If you own your home, did you enclose your mortgage information and all supporting documents?
- Enclose a W-9 from your mortgage company/landlord.
- If you receive Social Security, did you provide a copy of your Benefit Verification Letter from the Social Security Administration.
- Enclose proof of income in the form of two (2) most recent paystubs, employer statement, etc.
- If you listed no sources of income or your income is less than the cost of your monthly basic living needs, enclose a statement explaining how your household pays for basic living needs (food, rent, etc.)
- Did you sign & date your application?

When you have completed the checklist & the application, remit by mail to:

Borough of Honesdale
Honesdale Housing Assistance
958 Main Street
Honesdale, PA 18431

Or by email to:

Honesdaleha@ptd.net
Subject: Honesdale Housing Assistance Application

All completed applications, checklists & attachments are to be emailed or dropped off by noon on --/--/202- or postmarked by --/--/202- to be considered for assistance.

Honesdale Housing Assistance

Eligibility Guidelines

The following are the requirements to be eligible for receipt of benefit from the Honesdale Housing Assistance Relief Program

- 1) You must meet the following income requirements:

Household Size	Annual Household Income Limit
1	\$38,650
2	\$44,200
3	\$49,700
4	\$55,200
5	\$59,650
6	\$64,050
7	\$68,450
8	\$72,900
For each additional person add \$4,450	

* - all numbers are before taxes

- 2) You may rent/lease or own the dwelling at which you are requesting assistance.
- 3) The dwelling you are requesting assistance for **MUST** be your primary residence. Investment properties, rental properties, vacation homes, secondary homes, etc. are not eligible for assistance.
- 4) The dwelling you are requesting assistance for **MUST** be located within the Borough of Honesdale, Pennsylvania.

* - Meeting eligibility requirements does not guarantee receipt of benefit from the fund. In the event that the Borough of Honesdale receives more eligible applications than the dedicated fund can fulfill, recipients may be chosen at random.