



*Catholic Social Services of West Alabama*

Your TENANT: \_\_\_\_\_

Location of Rental property: \_\_\_\_\_

This is the PRIMARY RESIDENCE for the above-named person (Circle one): Yes or No

Your tenant is requesting assistance with their rent. There are two ways they can be considered:

- 1) They have money order or receipt from you showing all of rent paid except \$200; or
- 2) You can agree: for \$200 you will give them 30 days to get the balance due.

We need to know:

- 1. One Month's Rent: \$ \_\_\_\_\_
- 2. Total Amount Client Owes TODAY: \$ \_\_\_\_\_
- 3. BREAKDOWN of any money currently owed:

Month Owed	Rent \$	Late Fees	Deposit	Other	Date Payment was due	Total due for month:

4. We need a copy of the signed lease. Information can be emailed to [csswaintern@gmail.com](mailto:csswaintern@gmail.com).

5. **We cannot write checks to individuals.** All checks must be written to a company. If approved at committee, we will need to know the following:

Name of Company/Corporation: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Address (to mail the check to): \_\_\_\_\_

6. **PLEASE CHECK ONE BOX:**

YES, I will accept \$200 and allow tenant 30 days before beginning eviction process.

NO, I will NOT work with the tenant, all money due must be paid to avoid eviction.

\_\_\_\_\_  
Signature of Landlord or Landlord Representative

\_\_\_\_\_  
Date Signed

\*\*Acceptance of payment guarantees 30 days before eviction can begin.