

APPLICATION FOR DUPLICATE HOUSING ASSISTANCE

CENTRAL CALIFORNIA CONFERENCE

**Instructions:** An application must be completed and submitted near the end of each month for which assistance is being requested. The required documents are to be attached to the first application, with the exception of the appraisal report and receipt, which are to be attached to the fourth application.

Name \_\_\_\_\_

New Residence Address \_\_\_\_\_

Former Residence Address \_\_\_\_\_

Former Residents - Monthly Expense:

Rent (Attach Rental Contract) \$ \_\_\_\_\_

OR

Principal and Interest on Mortgage \$ \_\_\_\_\_  
(Attach documents-See Note 1)

Property Taxes: annual \$ \_\_\_\_\_ ÷ 12 = \$ \_\_\_\_\_  
(Attach copy of latest bill)

Insurance: annual \$ \_\_\_\_\_ ÷ 12 = \$ \_\_\_\_\_  
(Attach copy of latest bill)

Total Monthly Expense \$ \_\_\_\_\_

Monthly Rental Income from former residence (Attach Rental Contract) \$ \_\_\_\_\_

Asking Price of former residence (Attach Realtor Listing Contract-Note 2) \$ \_\_\_\_\_

Appraised Value of former residence (Fourth month only-attach appraisal  
-Note 3) \$ \_\_\_\_\_

Appraisal Fee (Fourth month only-attach receipt-Note 3) \$ \_\_\_\_\_

Date of Closing on new purchase (Attach Closing Escrow Paper) \_\_\_\_\_

OR

Beginning Date of new rental (Attach Rental Contract) \_\_\_\_\_

Period covered by application: From \_\_\_\_\_ to \_\_\_\_\_

Request for Assistance for month (Circle):      1      2      3      4      5      6

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

**NOTES:**

1. Attach a copy of the original loan document when the house was purchased. Also attach a copy of a document which verifies the current bank payment and loan balance.
2. To be eligible to receive the assistance for the fourth, fifth, and sixth months, the asking price beginning with the fourth month must be no higher than the appraisal value as determined by an independent appraiser.
3. The appraisal report must be submitted along with the application for assistance for the fourth month. The appraisal fee will be reimbursed.
4. All assistance granted under this policy is taxable income and will be reported on your W-2 form.