



PIVOTAL SUPPORT PROGRAM Landlord-Mortgage Holder Form

* Areas highlighted yellow below MUST be completed by the landlord or mortgage company *

This form must be completed in its entirety by the Local Recipient Organization (LRO) providing service, as all information is required, for each rent/mortgage payment made with Emergency Food and Shelter Program funds. Failure to provide complete, required information will result in a compliance exception.

Date (month/day/year): _____

Client Name: _____

Client Address: _____
(complete street address)

(city/state/zip)

Type of Assistance:

Rent (check one)

Mortgage (check one)

Past due rent

Past due mortgage

Current month's rent

Current month's mortgage

First month's rent (effective/move in date _____) (month/day/year)

The monthly rent/mortgage payment is \$ _____

The total owed (including the amount above) is \$ _____

The one month amount being paid by this agency is \$ _____

The amount being paid is for the month of (month/year) _____

The one month amount being paid is/was due on (month/day/year) _____

The one month amount being paid is past due in its entirety at time of payment (check one): Yes No

EFSP guidelines allow for the payment of mortgage principal and interest only. Current rent/mortgage payments may be made up to 10 calendar days before the due date. First month's rent may be paid up to 30 days prior to move-in date. No deposits, escrow fees, late fees, etc. are eligible when providing assistance to individuals/households. **First month's mortgages are not allowed.**

LRO Verification (To be completed by the LRO staff):

LRO Staff Name: _____

LRO Staff Signature: _____

Date (month/day/year): _____

Landlord/Mortgage Holder Verification (To be completed by the landlord/mortgage holder):

This is to confirm that rent/mortgage for _____ for the property
(name of individual or family)

at _____ with
(complete address, street number and name, city, state, zip code)

a monthly rent amount of \$ _____ (rent only: includes no deposits, late fees, or other charges) or with a mortgage with a monthly payment of \$ _____ (principal and interest only; no escrow payments or other fees) is/was due on _____ (month/day/year). The total amount currently owed is \$ _____. The individual/

family now has rent/mortgage due/past due for the month(s) of _____ (month/year).

Landlord/Mortgage Holder Name: _____ Phone: _____

Address: _____ (street/city/state)

Landlord /Mortgage Holder Signature: _____ Date(mo/day/yr): _____

EIN/Tax ID/SSN: _____ EMAIL: _____

Important: Payment will guarantee residency for an additional 30 days!