



CITY OF MISSION
COMMUNITY DEVELOPMENT BLOCK GRANT CDBG-CV
EMERGENCY RENT / MORTGAGE / UTILITY
ASSISTANCE PROGRAM

- Due to COVID-19, applications will not be taken on a walk-in basis.
- In order to expedite the process, applicants MUST have a completed application and the documents listed below.
- Upon receipt of all required documents, an appointment will be made to complete the process.
- Applications for assistance will be processed on a first come, first served basis until funds are exhausted.
- Only the Applicant and Co-Applicant, if applicable, may be in attendance for the scheduled appointment.
- No children are allowed in the office during the appointment.
- Applicants MUST wear a face mask for the duration of the visit to the department.

CHECKLIST		
1	Current Texas Driver's License, Texas I.D. Card and Proof of Citizenship/ Permanent Resident Card for every adult household member (out of state driver's license old I.Ds are not acceptable)	
2	Social Security Cards and Birth Certificates of <u>all</u> household members	
3	Contract/Lease Agreement	
4	Utility Bills- Disconnect Notice/Past-due Notice	
5	A letter from the employer verifying job loss or reduction in hours. The letter must be on employer's official letterhead.	
6	Most recent Income Tax Return (<i>Business owners will not be considered</i>)	
7	Two months most recent pay stubs, showing year to date earnings for each adult member of the house hold	
8	Persons receiving Social Security, Food Stamps and/or Disability must provide most recent benefit/award letter	
9	Last three months of bank statements for <u>all</u> household members (Checking/Savings Accounts)	
10	An Eviction Notice/Mortgage Statements with breakdown of arrears and late fees	
11	Duplication of Benefits Client/Landlord/Mortgage Forms (Rent/Mortgage/Utilities)	
12	COVID-19 Liability Waiver Form	
13	Release of Information Form	
Office Use Only:		
14	Conflict of Interest Affidavit Form (To be executed upon appointment)	
15	Verification of any other form of income (Retirement benefits, Investments, etc.) (To be executed upon appointment)	
16	Employer Verification Form (To be executed upon appointment)	
17	Landlord/Mortgage W-9 Form	