

Families with Children

Emergency Eviction Prevention for Victims of COVID-19 Related Job Loss

Source: HSD, CYFD and HopeWorks

Deadline to apply: June 22, 2020

Contact person: Kellie Tillerson, HopeWorks, ktillerson@hopeworksnm.org.

All applications **must come from an agency/professional email address.**, including property managers, non-profits, UNM, City departments, ABQ Public Schools, and all homeless services providers, i.e., any agency/organization that is working with people in need who meet the eligibility requirements. If you have any questions, please email Kellie Tillerson at ktillerson@hopeworksnm.org. The deadline to apply is June 22nd.

Description: HSD, CYFD, and HopeWorks have teamed up to provide Emergency Eviction Prevention to victims of **COVID-19** related job loss. We will be able to support up to THREE months' of rental assistance for families *with children* who are unable to pay their rent due to loss of employment or a 50% or more reduction of hours. ***This assistance is only available to housed families with children that have lost income as a direct result of COVID-19 restrictions for employment.*** If you know a family that would benefit from this temporary assistance, please fill out the application below and email it to Kellie Tillerson at ktillerson@hopeworksnm.org. **Applications and supporting documentation will only be accepted via email.**

You will notice the last line of the application asks for an acknowledgment statement from the applicant stating that they will report this assistance as income to the Dept. of Workforce Solutions if they have applied for Unemployment Benefits. You can have the applicant email or text you stating: ***"I, [applicant name], will report the Emergency Eviction Prevention assistance that I receive on behalf of HopeWorks to the Department of Workforce Solutions."*** Then you can attach the email or a screenshot of the text (showing their phone number) with the application.

In addition to the application, you will also need to submit a copy of the lease that clearly lists the applicant as a leaseholder, the landlord/property manager's name, the rental \$ amount, and unit address. You will also need to have the landlord fill out the attached W-9 form. We will not be able to process payment without a valid W-9 for the landlord/owner/property manager. All payments will be sent to the address that is provided on the W-9. Please scan these documents and attach them with the application in an email. We will accept mobile phone pictures/screenshots, but **they must be able to be read and printed clearly.**

Once we receive the **APPLICATION, ACKNOWLEDGMENT of ASSISTANCE STATEMENT, LEASE, and W-9 via email**, we will verify employment status with the employer and housing status with the landlord. Once the information is verified, we will add the landlord as a vendor in our accounting system and a check request will be submitted. A check will then be mailed to the landlord. This process can take up to 15 days, but we will gladly speak with the landlords about this process and timeline as a way to advocate for the families to avoid late fees and eviction-related court filing fees.

We will process completed applications on a first-come, first-served basis.

COVID-19 Emergency Eviction Prevention Program Application

Applicant Information

Name: _____ DOB: _____
Address: _____ City: _____ Zip: _____
Phone #: _____ Email: _____
Household Info: # of Adults _____ # of Children (under 18) _____ Ages: _____

Referral Partner Information

Name: _____ Agency Name: _____
Phone #: _____ Email: _____

Landlord Information

Name: _____ Phone #: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____

Most Recent Employer Information

Company Name: _____ Supervisor Name: _____
Phone #: _____ Email: _____
Dates of Employment: _____ to _____ Position/Title: _____
Rate of Pay: \$ _____ per hour # of Hours per Week: _____ Overtime: _____ hrs/week
Reason for separation or reduction in hours: _____

Was the separation directly related to COVID-19? _____ Yes _____ No

Have you attached the following documents?

_____ Current Lease that states applicant's name, property address, and rental amount
_____ Completed W-9 from landlord
_____ Acknowledgement stating that this assistance will be reported to Dept. of Workforce Solutions if applicant has applied for Unemployment benefit