



PO Box 1136, 1202 S. Murray Ave. Anderson, SC 29622

Phone: 864-226-2273

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.

Client Information: \_\_\_\_\_ 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 \_\_\_\_\_. The total amount currently owed is \$ \_\_\_\_\_. The individual/

\_\_\_\_\_ (month/day/year)

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: \_\_\_\_\_

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