



# Voluntary Action Center

*The Heart of a Caring Community*

343 South Wall St., Calhoun, GA 30701 • PH: 706-629-7283 • FAX: 706-629-9605

## MONTHLY RENT/MORTGAGE ASSISTANCE DOCUMENTATION

**Client Information:**

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

Client Name: \_\_\_\_\_

Client Street Address: \_\_\_\_\_

**Type of Assistance (To be completed by VAC staff):**

**Rent (check one)**

- Past due rent
- Current month's rent

**Mortgage (check one)**

- Past due mortgage
- Current month's mortgage

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 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

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

LRO Staff Name: \_\_\_\_\_ Date (month/date/year): \_\_\_\_\_

LRO Staff Signature: \_\_\_\_\_

**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)*

**IMPORTANT: COMPLETION OF THIS FORM CONSTITUTES YOUR ACCEPTANCE OF PAYMENT FROM THE VAC. YOU ALSO AGREE TO GUARANTEE NOT TO FILE AN EVICTION NOTICE FOR 30 DAYS!**

Landlord/Mortgage Holder Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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