

**ESG Reimbursement Form- Rapid Rehousing/Homeless Prevention**

\_\_\_\_\_ **Rapid Rehousing**

\_\_\_\_\_ **Homeless Prevention**

Dates of Service: \_\_\_\_\_ to \_\_\_\_\_ Client Name: \_\_\_\_\_

Program Entry Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Program Exit Date: \_\_\_\_\_ Staff Name: \_\_\_\_\_

---

**SERVICES** (Attach documentation for each expense & documentation of payment)

**Housing Search & Placement:**

Description of Services Provided: \_\_\_\_\_

Total Hours of Service: \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Housing Stability Case Management:**

Description of Services Provided: \_\_\_\_\_

Total Hours of Service: \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Mediation to Prevent Housing Loss:**

Description of Services Provided: \_\_\_\_\_

Total Hours of Service: \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Other Eligible Expenses (Legal Services, Credit Counseling)**

Description of Services Provided: \_\_\_\_\_

Name of Provider: \_\_\_\_\_ Documentation Attached: Y N

Total Hours of Service: \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**TOTAL SERVICE HOURS: \_\_\_\_\_ SERVICES TOTAL: \$ \_\_\_\_\_**

---

**FINANCIAL ASSISTANCE** (Attach documentation for each expense and documentation of payment)

**Rental Application Fees:** Application fee that is charged by owner to all applicants

Name of Property/Landlord: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Application Fee Amount: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Security Deposit:** One-time benefit. Per SD Law equal to one month rent unless special circumstance.

Name of Property/Landlord: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Security Deposit Amount: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Last Month's Rent:** Paid to the landlord at the time security deposit & first month's rent is due – per lease

Name of Property/Landlord: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Last Month Rent Amount: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Utility Deposit-** One-time benefit. Standard deposit due by utility company for all customers

Name of Company: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Utility Deposit Amount: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Utility Payment:** Up to 24 mos of utility payments per utility type (i.e. gas, electric, water/sewer)

Name of Company: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Utility Payment Amount: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Utility Arrears:** One-time payment up to 6 months including late fees (counts toward 24 month total)

Name of Company: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Utility Arrears Amount: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Moving Cost:** One-time benefit: Truck Rental, Hiring Moving Company or up to 3 mos storage fee (prior to move-in)

Name of Company: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Total Moving Costs: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**FINANCIAL ASSISTANCE TOTAL: \$ \_\_\_\_\_**

---

**RENTAL ASSISTANCE** (Attach lease, rental agreement, FMR, rent reasonableness, inspection & doc. of payment)

**Short & Medium Term Rental Assistance** – Short-term up to 3 mos.; Medium-term 4-24 mos.

Name of Property/Landlord: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Month(s) requested: \_\_\_\_\_

Monthly Rent Amount: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**Rental Arrears** - One-time payment up to 6 months including late fees (counts toward 24 month total)

Name of Property/Landlord: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Number of Months in Arrears \_\_\_\_\_ beginning with month of \_\_\_\_\_ (month/year)

Month(s) requested: \_\_\_\_\_

Monthly Rent Amount: \$ \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

**RENTAL ASSISTANCE TOTAL: \$ \_\_\_\_\_**

---

Services Total \$ \_\_\_\_\_

Financial Assistance Total \$ \_\_\_\_\_

Rent Total \$ \_\_\_\_\_

Client Total \$ \_\_\_\_\_

**Attachments Included:**

- Fee Document/Invoice
- Documentation of Payment(s)
- Written Legal lease
- Rental Agreement Form
- Habitability Inspection Form
- Rent Reasonableness/FMR Form

**Previously Routed**