



311 Laurel Avenue
Laurel, MD 20707
Phone: 301-776-0442
Fax: 301-604-7076

Financial Assistance Information Sheet

Step 1

Complete the application on page 2.

Step 2

Complete appointment with a LARS case manager.

Step 3

Submit copies of **ALL** required documents to your case manager

Program Eligibility

- You stay or live in Laurel (Zip codes: 20707, 20708, 20723, 20724)
- You have not received financial assistance from LARS in the past 12 months
- You must provide evidence of the financial hardship that caused your need
- Non-COVID related hardships, must show evidence of enough stable income to pay monthly expense moving forward

Documents Needed

- Completed application
 - Current LARS intake
 - Proof of Laurel residence in your name: Current Lease, Mortgage Statement, or Property Deed
 - Picture ID for all adult household members (18+)
 - Social security cards for ALL household members, if applicable
 - Birth certificate, birth record, or school record for child household members (0-17), if applicable
 - Proof of **ALL** household income and benefits for the last 30 days: pay stubs; hire letter from a job with start date, projected hours, and pay rate; child support; SSI/SSDI or retirement income letters; unemployment; etc.
 - ALL** monthly **bills** from the last 30 days: electric, gas, water, cable, cellphone, car insurance, car loan, credit card, loans, day care, etc.
 - Checking account statements for the last 3 months for the primary account and 1 month for secondary accounts, if applicable
 - Documentation of COVID-19 impact on employment or finances, if applicable
 - For ENERGY ASSISTANCE: Past-due energy bill or energy Turn-Off Notice in your name
 - For RENTAL ASSISTANCE: Current resident account history requested from leasing office **AND** proof of late rent
 - For MORTGAGE ASSISTANCE: Current mortgage statement with amount due
 - For MOVE-IN ASSISTANCE: Move-in letter in your name with move-in date and amount due for move-in
- NOTE: LARS has the right to request additional documentation at any point in the application process**

Important Notes

- You **MUST** provide the required documents above and complete your appointment with a LARS Case Manager before your application can be processed.
- It may take 3-4 weeks for your case to be processed. A Case Manager will call you when an update is available.
- If requests are not made by the 25th of the month, the following month's charges may be considered with the total owed.
- **IF** you are **ELIGIBLE** for assistance, LARS may pay only a portion of what you owe. In some cases, you may be responsible for paying your remaining balance including late and legal fees. **EXAMPLE: You are approved for \$300 but owe \$600. You must pay \$300. LARS will only submit payment AFTER you have paid the remaining \$300.**
- In order to document evidence of enough stable income to pay monthly expenses moving forward, monthly income must meet or exceed the cost of all monthly bills. **EXAMPLE: If your monthly bills total \$2,200, your regular monthly income must be over \$2,200. *Not applicable if a COVID-19 hardship can be demonstrated**
- LARS does not reimburse any costs already paid or assist with payment plans/arrangements, or sub-leases.
- You may apply for **EITHER** energy assistance **OR** rental assistance. LARS is unable to assist with both.
- LARS can only assist with **current past-due balance for rent or move-in costs** and is unable to assist with back due rent.
- Any rental payments made by LARS **MUST** guarantee an additional 30 days of housing.



Applicant Name: _____ Date: _____

1. What kind of assistance are you seeking (Select one)? Move-in Past Due Rent Past Due Mortgage Energy Bill Water Bill

2. What is your current address? (for Move-in Assistance please provide the address you will be moving to):

3. Are you a City of Laurel resident? YES NO I am not sure.

4. What is your current living situation? Renting Homeowner Staying in a motel/Hotel Homeless (Sleeping in car, outdoors, shelter, transitional housing) Staying in the home of a friend/relative (No rental agreement) Other: _____

5. Source(s) of Income _____

6. Please check all the following that currently apply to you:

- My energy was turned off
- I received a Past-Due Notice or Turn-Off Notice from my energy provider
- I received a Past-Due/Late Rent Letter
- I received a Court Summons for Failure to Pay Rent
- I received a Warrant/Writ of Restitution giving the sheriff permission to evict me

7. What caused your need for financial assistance? Please be specific.

8. Are you experiencing financial difficulties due to the COVID-19 pandemic? (Check one) YES NO

9. Budgetary information:

- A. Approximate monthly income: \$ _____
- B. How much do you typically spend on food and groceries in 1 month? \$ _____
- C. How much do you typically spend to put gas in your car/bus/Uber/Lift and other transportation each month? \$ _____

10. COMPLETE FOR RENTAL, MORTGAGE, OR MOVE-IN ASSISTANCE ONLY

- A. What is your monthly rent/mortgage? \$ _____
- B. What is your total past-due or move-in amount? _____
- C. How many bedrooms? _____
- D. When was the last payment made? _____ Amount Paid: \$ _____
- E. Have you been to court? Yes No If Yes, what was the outcome: _____

11. COMPLETE FOR ENERGY OR WATER BILL ASSISTANCE ONLY

- A. What is your average monthly utility bill? \$ _____
- B. What is your total past due amount? \$ _____
- C. When was your last payment made? _____ Amount Paid: \$ _____
- D. If you have a turn-off notice, have you called to request an extension on your bill? Yes No
If No, for energy assistance call BGE Customer Service Line (1-800-685-0123) to request an extension.
- E. Have you applied for the Maryland Energy Assistance Program (MEAP) since July? Yes No
If yes, when: _____ Approved amount: \$ _____

12. What other agencies have you contacted for assistance?

Agency _____	Outcome _____
Agency _____	Outcome _____

13. Have you applied for the Emergency Rental Assistance Program? Yes/ No

Financial Assistance Application: Documents Checklist

Use this Checklist to make sure your Financial Assistance Application includes all the necessary documents. Fill it out by marking a check next to each document you have already provided to your case manager; you need to provide to your case manager or that you don't need to include with your application.

Applications are only complete when you provide all requested documents to your LARS case manager.

Type of Document	Have provided	Need to provide	Not Applicable	Tips and Information
Completed Application (pg. 2)				
LARS Intake				
Photo ID for all adults (18+)				
Birth certificates for all children (0-17)				Substitution school record including date of birth. Newborn babies' hospital documentation.
Social security cards for all household members				If applicable
Proof of Laurel residence				Current lease, mortgage statement, or property deed
Proof of income for last 30 days*				Paystubs, Social Security, disability, unemployment, child support, etc.
All household bills:				Bill statements must be from the last 30 days. Payment receipts and screenshots are NOT accepted.
Electric/Gas				
Water/Sewage/Trash				May be included with resident ledger.
Cable				
Home Phone				
Internet				
Cell Phone*				Not Applicable for pre-paid cell phones
Child Care*				
Insurance Bills: Auto*				Must show monthly payment amount
Renter's				
Life*				
Medical Expenses*				
Checking account statements*				Three (3) most recent statements – must be completed
Credit Card(s)*				Statements must be from last 30 days
Loans: Student*				Loans you currently pay. Statements must show monthly payment amount
Auto*				
Personal*				Including payday, title, or bank loans
Documentation of COVID-19 impact or loss of income				Furlough letter, paystubs showing a reduction in income or hours, COVID-19 related medical bills, etc.
Past-Due Rent Assistance ONLY				
Late notice/eviction notice				
Resident ledger - Current				Request from your leasing office or landlord. No outstanding balance letters acceptable.
Move-In Assistance ONLY				
Move-in/Approval Letter				
Mortgage Assistance ONLY				
Mortgage Statement				Statement must be from last 30 days
Utility Assistance ONLY				
Past due/disconnect notice				
Other:				
Other:				

*Submit for all adult household members