

**BSS+ ESG-CARES [CV] Direct Client Assistance Tracking Form-Rental Assistance**

Client Name: \_\_\_\_\_ Service Point ID #: \_\_\_\_\_

Entry Date: \_\_\_\_\_ Exit Date: \_\_\_\_\_

**Rental Arrears (cannot exceed 6 months of arrears, must be paid in one sum-may include late fees)**

Date Voucher Submitted	Voucher Number	Assistance type	Amount of assistance	Number of months of arrears paid

**Application, Admin, Moving Expenses, Legal Fees (no cumulative limits-see program SOPs)**

Date Voucher Submitted	Voucher Number	Assistance type (App fee/admin fee/ legal)	Amount of assistance

**Incentives (Security Deposits, Signing bonus, Cleaning, Repairs)**

Monthly rental amount \$ \_\_\_\_\_ x 3 = \_\_\_\_\_ total limit of cumulative available funds for security deposit plus other incentives (signing bonus, cleaning, repairs ) \*Signing bonus may not exceed 2 months' rent, security deposit may not exceed 3 months' rent

Date Voucher Submitted	Voucher Number	Assistance type (security deposit/signing bonus/repair, cleaning)	Amount of assistance	Cumulative total

**Rental Assistance (ESG-CV funds can pay up to 12 months' rental assistance)**

Date Voucher Submitted	Voucher Number	Assistance type	Amount of assistance	Number of months paid
		Rental assistance		1
		Rental assistance		2
		Rental assistance		3
		Rental assistance		4
		Rental assistance		5
		Rental assistance		6
		Rental assistance		7
		Rental assistance		8
		Rental assistance		9
		Rental assistance		10
		Rental assistance		11
		Rental assistance		12