

Family Success Center

39 Curwin Terrace

Lynn, MA 01905



Phone: 339-883-2342

Fax: 339-883-2368

Email: raft@lhand.org

In order to complete an application for Temporary Financial Assistance at the Family Success Center, the following documents are required from the property owner:

- **Request for Payment** form completed by the property owner (attached)
- **W-9** form (attached)
 - The name on this form *must match* the proof of ownership
 - Payment will be made by check and mailed to the address on this form
- **Proof of ownership**
 - One of the following items:
 - Water bill, property tax bill, or recorded deed

If applicable, the following documents are required:

- **Letter of Full Compliance** with Massachusetts Lead Law
 - *ONLY* for households with a pregnant member and/or with children under the age of 6
- **Certificate of Fitness from the Board of Health** dated within past 60 days
 - *ONLY* for applicants requesting move-in costs (Security Deposit, First & Last Month's Rent) in the following cities or towns:
 - Georgetown, Gloucester, Lynn, Newbury, Peabody, Salem and Wenham
- **Copy of lease or tenancy agreement**

These documents can be given to the applicant to submit, or sent by email, fax, or mail or placed in drop box. Please be sure to indicate applicant's name on all paperwork.

Email: raft@lhand.org

Fax: 339-883-2368

Mail to or Place in Drop Box at: Family Success Center, 39 Curwin Terrace Lynn, MA 01905

Please note:

- Completion of this paperwork does not guarantee eligibility, approval, or payment and does not in any way constitute a binding lease or tenancy agreement
- Once an applicant submits a complete application (including the Property Owner Packet), it will be reviewed for eligibility by Family Success Center staff
- In order to be eligible for assistance, an applicant must meet eligibility criteria including housing status and income limits, and this may differ depending on the program and the applicant's situation
- An applicant must complete an Intake and submit all required documents in order for an application to be considered complete
- If the application is approved, you will receive an Owner Contract via email (or via US Mail if no email address is provided) to sign and return to the Family Success Center
- **Once a signed Owner Contract has been received by the Family Success Center, payment will be processed within 21 business days, subject to funding availability**
- All payments are made by check and will be mailed to address indicated on W9 form
- Temporary Financial Assistance is subject to applicable program regulations and may not exceed benefit limits and may only be approved for allowable uses of program funds
- The maximum benefit limit on the RAFT & ERMA programs is \$4,000 within a 12 month period and cannot be used to pay for broker's fees
- Any amounts that exceed applicable program benefit limits are the responsibility of the applicant

REQUEST FOR PROGRAM PAYMENT

Family Success Center

39 Curwin Terrace

Lynn, MA 01905



Phone: 339-883-2342

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Email: raft@lhand.org

APPLICANT NAME(S): _____

Street Address of Unit:	Apt #:	Lease Start Date:	# of Bedrooms:	Year Built:
City:	State:	Zip Code:	Rent/Mortgage Amt: \$	Security Deposit: \$

Type of House/Apartment: Single Family Detached 2 or 3 Family Garden/Row High Rise

Indicate the fuel type and who provides each utility:

UTILITY	FUEL TYPE: PLEASE CIRCLE	PROVIDED BY: PLEASE CIRCLE
Heat	Gas / Oil / Electric	Owner / Tenant
Cooking	Gas / Oil / Electric	Owner / Tenant
Hot Water	Gas / Oil / Electric	Owner / Tenant
Electricity	Electric	Owner / Tenant
Refrigerator	Electric	Owner / Tenant

Indicate amount of assistance requested to move to new housing OR retain current housing:

<p>Amounts required to move into new housing:</p> <p><input type="checkbox"/> Security Deposit: \$ _____</p> <p><input type="checkbox"/> First Month's Rent: \$ _____</p> <p><input type="checkbox"/> Last Month's Rent: \$ _____</p>	<p>Amount required to maintain existing tenancy:</p> <p><input type="checkbox"/> Rent Arrears: \$ _____</p> <hr/> <p>Amount required to avoid foreclosure:</p> <p><input type="checkbox"/> Mortgage Arrears: \$ _____</p>
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Indicate additional information for subsidized households:

Type of subsidy:
 Section 8 MRVP Public Housing LIHTC / Tax Credit Other _____

Administering Agency:
 LHAND Other _____ Not sure

Subsidized households are generally limited to the tenant portion of rent for move-in costs or up to 6 months of the tenant portion for arrears and must meet additional eligibility criteria as required by program regulations

Print or Type Owner or Authorized Party:		Telephone Number:
Signature:	Date:	Email Address (to receive contract electronically):

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number			
	-		
		-	
or			
Employer identification number			
	-		

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.