

**RURAL HOUSING, INC.**  
**4506 Regent Street**  
**Madison, WI 53705**

Dear Prospective Client:

You recently made an inquiry about the services of Rural Housing in regard to assistance with your **utility bills**. It is important that you understand the information we need to make a decision on your application. We only assist those who can document that they will complete three months on a budget payment agreement.

We are enclosing application materials for your use. Your attention to detail in completing the forms will help us serve you faster. Your situation may require us to contact you directly for additional information. You can normally expect our decision by mail within 3-5 working days after we receive **all** necessary documentation.

**Please be sure to verify your year to date income along with your present monthly income.**

Here is a checklist of the forms and attachments we need. **Please be sure to sign all forms where indicated and answer all the questions.** We must have signatures of all owners of the property. We have included check boxes to help you determine when your application is complete.

**PAGES REQUIRED FOR EVERY APPLICATION**

1. Application for Assistance form – page 1  
We require information for all members of your household
2. Application for Assistance form -- page 2
3. Household Income -- page 3   
We require the supporting documents as listed to prove your total household income.
4. Monthly Budget Information – page 4
5. Inspection and Certifications—page 5   
(signed by all adults in the household)
6. Authorization for Release of Information -- page 7

**PAGES/DOCUMENTS REQUIRED FOR SPECIFIC SITUATIONS**

7. Request for Verification of Employment – page 6 is required when you don't have a paycheck stub from your current employer (signed and dated by your employer).
8. Signed copy of your Budget Billing Payment Agreement with the utility
9. Copy of your latest utility bill (s).

Please mail (to the above address) or fax (see below) the materials to Rural Housing. There is no need to include this cover page in your submittal. Again, you can normally expect our decision by mail within 3-5 working days after we receive **all** necessary documentation.

Thank you.



## Rural Housing

I am applying for assistance for help with my **utility bills**:

Name of Utility Company \_\_\_\_\_ the total amount due is \$ \_\_\_\_\_

Name of Utility Company \_\_\_\_\_ the total amount due is \$ \_\_\_\_\_

Please provide us information about **everyone** who lives in your household. If there are more than 6 persons, please record on back.

First Name	MI	Last Name	Social Security Number	Date of Birth mm/dd/yyyy	Relationship to Client	Sex M/F	Ethnicity (See Codes Below)	Race (See Codes Below)	Disabled Y/N *	Veteran Y/N
1. Client										
2.										
3.										
4.										
5.										
6.										

Information on social security number, race, ethnicity, disability, and veteran's status will be kept confidential and is requested only for required program funding documentation. See page 5 for more information on confidentiality.

Ethnicity -- Hispanic/Latino (H), All Other (O)

Race -- White (WH), American Indian/Alaska Native (AI), Black or African American (BL), Asian (AS), Native Hawaiian or Pacific Islander (PI), Other (O), Multi-Racial (M)

\*Please explain the type of disability \_\_\_\_\_  
\_\_\_\_\_

Have you applied for Social Security Disability Income? Y  N  If yes, when (date) \_\_\_\_\_



# Rural Housing

## Application for Assistance –Utility Bills

Client Name \_\_\_\_\_ County of Residence \_\_\_\_\_

Please provide **your current mailing address** and phone number:

Street Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # where we can reach you: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Who referred you to Rural Housing: \_\_\_\_\_ Phone # (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Do you own your home? Yes  No  Is it a manufactured (mobile) home? Yes  No

How long have you lived at your current address? \_\_\_\_\_

Please explain why you got behind with your utility bills: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is the name of your utility company or companies? \_\_\_\_\_

Are you currently employed? Yes  No

Are you a victim of Domestic Violence? Yes  No

### Other Assistance:

If you are receiving Social Security Disability, what is your disability? \_\_\_\_\_

\_\_\_\_\_

Did you receive Energy Assistance? Yes  No  if yes, how much did you receive? \$ \_\_\_\_\_

If not, have you recently applied for Energy Assistance? Yes  No  Date \_\_\_\_\_

Are you currently receiving rent assistance? Yes  No  if not, have you recently applied? Yes  No

Please indicate other types of assistance you are receiving \_\_\_\_\_

\_\_\_\_\_

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# Rural Housing

## Household Income Information

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

My (our) total household **gross** income for **last year** was \$ \_\_\_\_\_. The easiest way for you to calculate this amount is to look at the 1<sup>st</sup> page of last year's tax return. If you did not file income taxes last year, please calculate using available information.

You **must** provide us proof of your **gross** income for this calendar year to date. For each type of income you or another household member received, a document(s) is listed which you must send with your application as proof. If your household has no income, please explain in the comments section at the bottom of this page.

Type of Income	Client Calendar Year to Date  \$ Amount	Other Household Members Calendar Year to Date  \$ Amount	Documents of Proof
Wages	\$	\$	1) Most recent pay check stub with year-to date earnings <b>or</b> 2) The enclosed verification of employment form.
Self-Employment	\$	\$	A statement of your monthly income and expenses
SS Retirement	\$	\$	Bank statement showing your direct deposit, or copy of your check or notice of SS benefits from Social Security
SSI	\$	\$	Bank statement showing your direct deposit, or copy of your check or notice of SS benefits from Social Security
SS Disability Income	\$	\$	Bank statement showing your direct deposit, or copy of your check or notice of SS benefits from Social Security
W2- WI Works	\$	\$	Printout from County Social Services Office
Child Support	\$	\$	Printout from KIDS or a copy of the court order
Unemployment	\$	\$	Notice from DWD
Pension	\$	\$	Bank statement showing your direct deposit or source letter
Worker's Comp	\$	\$	Notice or letter of benefits
Disability Insurance	\$	\$	Notice or letter of benefits
Veteran's Benefits	\$	\$	VA Letter or bank statement showing direct deposit
Other -please list	\$	\$	
<b>Total Income</b>	\$	\$	

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Rural Housing

## Monthly Budget Information

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

Average Monthly Housing Expenses	\$ Amount	Average Monthly Other Expenses	\$ Amount	Monthly Loan Payments	\$Amount
Rent/Mortgage		Telephone		Credit Cards –list each one	
Electricity		Cable			
Heating Fuel		Auto Expenses			
Water & Sewer		Gas			
Renter's/Homeowners Insurance		Oil changes, repairs		Personal Loans	
Garbage		Auto Insurance		Car Payment	
Property Taxes		Health Insurance		Other	
		Food			
		Clothing		Other monthly payments	
		Childcare			
		Personal Expenses			
		Other			
<b>Total Housing Exp.</b>	<b>\$</b>	<b>Total Other Exp.</b>	<b>\$</b>	<b>Total Loan Payments</b>	<b>\$</b>

Average Monthly Income	\$ Amount	\$ Amount
	Client	All Other Household Members
Wages		
Self-Employment		
SS Retirement		
SSI		
SSDI		
Child Support		
W-2		
Pension		
Unemployment		
Other -please list		
<b>Total Income</b>	<b>\$</b>	<b>\$</b>

<b>Total Income</b>	<b>\$</b>
<b>Total Housing Expenses</b>	<b>\$</b>
<b>Total Other Expenses</b>	<b>\$</b>
<b>Total Loan Payments</b>	<b>\$</b>
<b>Grand Total Expenses</b>	<b>\$</b>
<b>Balance Remaining</b>	<b>\$</b>

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# Rural Housing

## Inspection and Certifications

### INSPECTION INFORMATION FOR HOUSING UNIT:

Does the housing provide adequate shelter? Yes  No

Does the housing have operable indoor plumbing and cooking facilities? Yes  No

Does the housing provide heat to 65 degrees safely? Yes  No

Does the housing have adequate and safe electrical service? Yes  No

Does the housing provide for sufficient space to not be overcrowded? Overcrowded is defined as more than two persons per sleeping area which may include the living room or family room. Yes  No

Does the housing provide adequate shelter? Yes  No

Was the housing built before 1978? Yes  No

If yes, does the housing have lead paint hazards? Yes  No  Don't Know

**I CERTIFY THAT STATEMENTS MADE BY ME IN THIS APPLICATION AND ATTACHMENTS ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND THAT FALSE STATEMENTS WILL VOID THIS APPLICATION AND DISQUALIFY ME FROM RECEIVING ANY HOUSING ASSISTANCE THROUGH THE FOUNDATION FOR RURAL HOUSING, INC.**

**Client's signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Client's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Wisconsin Service Point- Consumer Notice: Rural Housing receives funding from the State of Wisconsin Department of Commerce. A requirement of this funding is that this agency participates in the Wisconsin Homeless Management Information System. We collect and share only the information that we consider to be appropriate. The collection and use of all personal information is guided by strict standards of confidentiality. A copy of our Privacy Notice describing our privacy practices is available to all consumers upon request. Your information will be shared with other area agencies that participate in the network unless you request that your information remain confidential and be only available to staff within Rural Housing. If you are interested, please contact us about keeping your records closed.

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# Rural Housing

## REQUEST FOR VERIFICATION OF EMPLOYMENT

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

I authorize my employer to provide the following information to Rural Housing.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Employer's Name or Company Name		
Contact Person	Phone # ( ) -	-
Contact E-Mail Address	Fax # ( ) -	-
Mailing Address:		
City	State	Zip

**The remainder of this form is to be completed by the employer.**

Start Date of Employment \_\_\_\_\_

Position \_\_\_\_\_

Rate of Pay: \$ \_\_\_\_\_ per hour \_\_\_\_\_ hours per week (average)

Average or estimated income/month from: Commission \$ \_\_\_\_\_ \$ Tips \_\_\_\_\_

Employee is paid: Weekly  Bi-weekly  Monthly  Bi-monthly

Year-to-date earnings \$ \_\_\_\_\_ Last year's earnings \$ \_\_\_\_\_

This position is Full time year round  Seasonal  Temporary

If the position is seasonal or temporary, please state expected end date \_\_\_\_\_

Will the employee be eligible for unemployment benefits? Y  N

Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Rural Housing

## AUTHORIZATION FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN:

As evidenced by my/our signature, I/we hereby authorize Rural Housing, Inc to obtain verification of any and all information necessary for this application regarding my/our: pension, social security, or any other benefits received. Please send information regarding my/our: rental history, credit history, property ownership, mortgage standing, assets, gas and electric utility usage, and billing information. Furthermore, I/we authorize the release of such information at the request of Rural Housing, Inc.

I/we understand that this information will be kept confidential by Rural Housing, Inc, and will be used solely for the purpose of determining eligibility for participation in grant and loan programs.

Client Signature \_\_\_\_\_ Social Security # \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_ Social Security # \_\_\_\_\_ Date \_\_\_\_\_