

Household's Share of Rent and Utilities

Complete either Section 1 or Section 2 to determine the household's share of housing costs

Section 1: One-Time Assistance

- Household qualifies for deposit only assistance. The household is receiving assistance from another agency or program or the household has the resources to pay for the remainder of move-in costs.

- Household does not have enough funds to cover their full move-in costs, but will be able to afford monthly rent after move-in. The household qualifies for assistance with full move-in costs only.

- Household does not have enough funds to cover their arrears, but will be able to afford monthly rent after assistance. The household qualifies for assistance with arrears only.

- Household reports they only need assistance with: _____

Case Manager Signature

Date

Section 2: Recurring assistance

- Household is HEN eligible. Do not have to complete budget information

Budget information: To be completed to determine household's portion of housing costs

Total monthly income after taxes and fees: \$ _____

Expense	Monthly Amount	Expense	Monthly Amount	Expense	Monthly Amount
Health Insurance	\$ _____	Child Care	\$ _____	Cell Phone*	\$ _____
Car Insurance	\$ _____	Laundry	\$ _____	TV/Internet, etc*	\$ _____
Renters Insurance	\$ _____	Gas/Transportation	\$ _____	Other:	\$ _____
Loan Repayments	\$ _____	Food	\$ _____	Other:	\$ _____
Credit Card Payments	\$ _____	Other:	\$ _____	Other:	\$ _____
				Total Monthly Expenses	\$ _____

*For informational purposes only. This item is not considered when calculating household's share of housing costs.

Total Income	\$	Rent	\$	Total Surplus/Shortfall	\$	Monthly Income Remaining	\$
Total expenses	-\$	Total Utility Allowances	+\$	Total Housing Costs	-\$	Total Monthly Income	÷\$
Total surplus/shortfall	=\$	Total Housing Costs	=\$	Monthly income remaining	=\$	Percentage	=

Household has no income or less than 10% of their monthly income remaining after expenses and qualifies for assistance with move-in costs, monthly rent, and/or arrears.

After discussion and planning with the household, their portion of the contract rent will be: \$ _____, beginning on ____/____/____.

Household has more than 10% of their monthly income remaining after expenses and qualifies for assistance with move-in costs, arrears, and/or graduated monthly rent subsidy based on need.

After discussion and planning with the household, their portion of the contract rent will be: \$ _____, beginning on ____/____/____.

Case Manager Signature

Date