**Monthly Eligibility Verification for CRF Assistance**

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| **APPLICANT NAME** |  |
| **PROPERTY ADDRESS** |  |
| **PHONE** |  |
| **E-MAIL** |  |
|  | |
| **LANDLORD NAME or**  **MORTGAGE COMPANY** |  |
| **MAILING ADDRESS** |  |
| **PHONE** |  |
| **E-MAIL** |  |

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| **Family Size** | **Annual Income** | **EL, VL, L or M** | **Effective Date of RIC** |
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| **Maximum Award** |
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| **1st Month** | **Rent or Mortgage Paid Amount** | **Utility Paid Amount and Type** | **Utility Paid Amount and Type** |
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| **2nd MONTH CALL/EMAIL TO APPLICANT TO VERIFY ELIGIBILITY** | | | | |
| **Spoke with** | **Date** | | **Time** | **Change in income** |
|  |  | |  | **Yes No** |
| **Notes:** | | | | |
| **Income and Hardship remain unchanged Yes No** | | **Date of Reveritfication:** | | |
| **Eligible Yes No** | | **Income: EL VL L M** | | |

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| **2nd Month** | **Rent or Mortgage Paid Amount** | **Utility Paid Amount**  **and type** | **Utility Paid Amount and type** |
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| **3rd MONTH CALL/EMAIL TO APPLICANT TO VERIFY ELIGIBILITY** | | | | |
| **Spoke with** | **Date** | | **Time** | **Change in income** |
|  |  | |  | **Yes No** |
| **Notes:** | | | | |
| **Income and Hardship remain unchanged Yes No** | | **Date of Reverification:** | | |
| **Eligible Yes No** | | **Income: EL VL L M** | | |

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| **3rd Month** | **Rent or Mortgage Paid Amount** | **Utility Paid Amount**  **and type** | **Utility Paid Amount and type** |
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| **4th MONTH CALL/EMAIL TO APPLICANT TO VERIFY ELIGIBILITY** | | | | |
| **Spoke with** | **Date** | | **Time** | **Change in income** |
|  |  | |  | **Yes No** |
| **Notes:** | | | | |
| **Income and Hardship remain unchanged Yes No** | | **Date of Reverification:** | | |
| **Eligible Yes No** | | **Income: EL VL L M** | | |

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| **4th Month** | **Rent or Mortgage Paid Amount** | **Utility Paid Amount**  **and type** | **Utility Paid Amount and type** |
|  |  |  |  |