



Housing Counseling Services, Inc.

2410 17th St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009
202-667-7006 • www.housingetc.org

Rental Arrears Verification

DATE:

_____ has recently applied to our agency for financial assistance to address
(Client Name)
their outstanding rental balance. Please provide confirmation of their outstanding rental balance to better assist us in making a determination regarding their financial assistance application.

Please send the following by fax to (202) 667-0862 or email to documents@housingetc.org

- This form, completed and signed
- A completed Federal W-9 Form
- Itemized tenant ledger

If we do not receive these documents, we will not be able to assist your tenant. Please contact us at (202) 667-7006 if you have any further questions. Your assistance is greatly appreciated!

Tenant Name: _____

Tenant Address: _____

Dates of Residency: _____ thru- _____

Monthly Rental Payment: _____ Late Fee: _____

Delinquent Months: _____
(List specific months)

Total Arrears Rental Balance: _____

Payee Name: _____

Payment Mailing Address: _____

Federal ID/ SS#: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Phone Number: _____ Fax Number: _____