



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

Dear Landlord,

Your tenant, \_\_\_\_\_, has requested rental assistance from the a Salvation Army Service Extension Unit. If approved, we will assist your tenant with a portion of his/her monthly rent. **Payment from us will be mailed directly to you. Payment may take up to ten days to arrive.**

In order to process this request, we will need information from you, and ask that you agree to the following:

- A confirmation letter stating the client is a tenant of your establishment, the amount of monthly rent, and what amount is owed.
- Your name, address, telephone number, and signature.
- If you have a copy of the current lease between you and the tenant, the assistance request will be processed more quickly.

The Salvation Army is a non-profit organization that assists community families and individuals in need for a short-term or in emergency based situations. We appreciate your role in helping others in their time of need.

Landlord name: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address where payment will be sent: \_\_\_\_\_  
\_\_\_\_\_

Landlord telephone number: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

\*SA Staff Signature: \_\_\_\_\_  
(must have)