



City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

Security Deposit Assistance APPLICATION For Income Qualifying Residents **Incomplete Applications Will Not Be Processed**

APPLICATION CHECKLIST

- Copy of **Applicant Photo ID** (State or Federal Issued)
- Four (4) most recent **pay stubs**, Two (2) if paid bi-weekly (for all adults 18 and over living in the household)
- Documentation of **Other Sources of Income** (i.e. SSI, Worker's Comp, Unemployment or Disability benefits; Pension statements; taxable interest and dividends; tax refunds; business income; rental income from real estate income; etc.)
- Most Recent signed Federal income tax return **SIGNED** with all schedules and copies of W-2 forms
- Completed 4506-T allowing the city of Auburn to verify tax filing information
- If you did not file a return, you will have to request a Certification of Non-Filing with the IRS at: <https://www.irs.gov/individuals/get-transcript>*
- If self-employed, **year-to-date profit and loss statement**
- Copy of two (2) most recent monthly bank statements, from **ALL** accounts (for all adults over 18)
- Completed landlord agreement

Important Application Information:

- Completed applications can be emailed to INTAKE@AuburnMaine.gov or dropped off at the Community Development Office at 60 Court St Auburn, ME.
- **IN-PERSON MEETINGS ARE BY APPOINTMENT ONLY.**
 - To schedule an in-person meeting email INTAKE@AuburnMaine.gov or call 207-333-6601
- Original documents will not be accepted. Staff can scan documents only during scheduled meetings.
- Income documentation must be dated within 45 days of application.
- Program Eligibility is valid for 3 months. If project does not begin within 3 months of application date the applicant's income and program eligibility must be reapproved.

Security Deposit Application

PROPERTY ADDRESS: _____ #UNIT _____

BORROWER'S INFORMATION

Name: _____

Address: _____

Phone: _____

E-mail: _____

Social Security #: ____/____/____

Date of Birth: ____/____/____

Marital Status: Married / Single / Separated

Gender Identity: Male / Female / Other

Race:

- 1 - White
- 2 - Black/African American
- 3 - Asian
- 4 - American Indian/Alaskan Native
- 5 - Native Hawaiian/Other Pacific Islander
- 6 - American Indian/Alaskan Native & White
- 7 - Asian & White
- 8 - Black/African American & White
- 9 - American Indian/Alaskan Native & Black/African American
- 10 - Other Multi-Racial

Ethnicity: Hispanic/Latino: Yes / No

Head of Household: Yes / No

Veteran: Yes / No

Disabled: Yes / No

CO-BORROWER'S INFORMATION

Name: _____

Address: _____

Phone: _____

E-mail: _____

Social Security #: ____/____/____

Date of Birth: ____/____/____

Marital Status: Married / Single / Separated

Gender Identity: Male / Female / Other

Race:

- 1 - White
- 2 - Black/African American
- 3 - Asian
- 4 - American Indian/Alaskan Native
- 5 - Native Hawaiian/Other Pacific Islander
- 6 - American Indian/Alaskan Native & White
- 7 - Asian & White
- 8 - Black/African American & White
- 9 - American Indian/Alaskan Native & Black/African American
- 10 - Other Multi-Racial

Ethnicity: Hispanic/Latino: Yes / No

Head of Household: Yes / No

Veteran: Yes / No

Disabled: Yes / No

BORROWER'S INFORMATION

Present Employer:

Company: _____

Address: _____

City: _____

State: _____ Zip _____

Phone: _____

Position: _____

Years Employed: _____

Gross **Monthly** Income \$ _____

Additional Monthly Income:

Retirement/Pension income: \$ _____

Social Security SSI: \$ _____

Child Support/ Alimony: \$ _____

FIP Benefits: \$ _____

Other Income: \$ _____

Asset Information

Real Estate Value: \$ _____

Automobile: \$ _____

CASH: \$ _____

Checking/Savings Account: \$ _____

IRA/Investments: \$ _____

Trust fund/Annuity: \$ _____

401k: \$ _____

CO-BORROWER'S INFORMATION

Present Employer:

Company: _____

Address: _____

City: _____

State: _____ Zip _____

Phone: _____

Position: _____

Years Employed: _____

Gross **Monthly** Income \$ _____

Additional Monthly Income:

Retirement/Pension income: \$ _____

Social Security SSI: \$ _____

Child Support/ Alimony: \$ _____

FIP Benefits: \$ _____

Other Income: \$ _____

Asset Information

Real Estate Value: \$ _____

Automobile: \$ _____

CASH: \$ _____

Checking/Savings Account: \$ _____

IRA/Investments: \$ _____

Trust fund/Annuity: \$ _____

401k: \$ _____

PLEASE LIST ALL PERSONS IN YOUR HOUSEHOLD:

(if 18 years or older please provide income documentation listed on the last page of this application)

Name:	Relationship:	Age:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL HOUSEHOLD SIZE _____

APPLICATION INFORMATION & INSTRUCTIONS:

1. All required documentation must be submitted with this application (see Application Checklist on Page 1).
2. Required back up documentation must be submitted for all **borrowers listed on the title/Deed to the home.**
3. The City of Auburn reserves the right to request further information or make further inquiry about an applicant's financial status or history.

Borrower's Certification

I/We certify that the statements contained in this application and certification are true and correct to the best of my/our knowledge and belief.

I/We certify that the information given on household composition and income is accurate and complete to the best of my/our knowledge and belief.

I/We understand that if any statement contained in this application and certification is not true or correct, I/we may be subject to criminal prosecution or, as applicable, my/our loan application may be denied or the property improvements with the proceeds of the loan maybe foreclosed upon.

I/We further understand that the final decision regarding approval of this application will be made by the City of Auburn, Office of Business & Community Development.

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date

**CITY OF AUBURN
SECURITY DEPOSIT ASSISTANCE PROGRAM
LANDLORD AGREEMENT**

Completing this form does not guarantee approval of benefits. If the tenant is approved, the landlord will receive a signed commitment from the city for the amount of the Security Deposit. If the landlord needs to access these funds to cover documented expenses arising from the applicant tenant they will contact the Business & Community Development Office at 60 Court St, Auburn, ME.

**If we do not have a W-9 on file, you will be asked to complete one before a check is sent to you.
Please complete and return to the tenant. All blanks must be completed.**

Tenant(s)
Name: _____ Rental Unit _____
Street Address Unit # City

of Adults _____ # of children _____ Date the apartment will be available: _____

Monthly Rent \$ _____ Security Deposit \$ _____ # of Bedrooms _____

Which utilities are included: Heat _____ Electricity _____ Hot Water _____ Other Utilities _____

Legal Owner of Property: _____

Name the Check should be Payable to (please print) : _____

Mailing
Address: _____

Contact Person _____ Fax# _____

Home or Cell Phone # _____ Business Telephone _____

Landlord Responsibilities:

- (a) The landlord agrees to document, with photos, the condition of the unit prior to occupancy.
 - (b) If the tenant vacates the property, the landlord may document and submit requisitions for expenses paid to repair the unit. Before and after repair photos will be required.
 - (c) The landlord agrees to inform the City of Auburn of termination of tenancy, to report damage beyond reasonable wear and tear, and to provide a final disposition of the security deposit.
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LANDLORD (print name) _____

Date: _____ Signature: _____