

**EMERGENCY FINANCIAL ASSISTANCE APPLICATION**

Preble County Veterans Service Commission  
 1322 N. Barron St. Eaton. OH 45320  
 Phone: 937-456-6111 Fax: 937-456-1019

**INCOMPLETE APPLICATIONS WILL NOT BE APPROVED.**

Once all items on the list below have been obtained, please return to our office in person, our drop box, or U.S. mail. You may be contacted regarding your application to discuss any financial questions that may arise. Emergency financial assistance is not an entitlement and you must demonstrate a documented need. Please note that emergency financial assistance is only for the support of the Veteran, legal spouse of the Veteran, and the legal dependents of the Veteran.

ASSISTANCE REQUESTED: \_\_\_\_\_

What caused your financial emergency? \_\_\_\_\_

**Completed**

- \_\_\_\_\_ A copy of all your DD-214s unless previously provided. You must have an honorable or under honorable (general) character of service, which must be visible on the DD-214 copy.
- \_\_\_\_\_ Proof of residency of Preble County for at least 90 days. (i.e., utility bill with your address)
- \_\_\_\_\_ A copy of your current (not expired), valid Ohio photo identification.
- \_\_\_\_\_ A copy of your Marriage Certificate (if you are married), Death Certificate (if your spouse is deceased), Birth Certificate(s) (if you have minor child(ren)) unless previously provided or there has been a change in your status (marriage, divorce, or death).
- \_\_\_\_\_ A copy of your bank activity for ALL accounts for the last 30 days, including all individuals that live at your residence. The Bank Account Activity Request Form is included in this packet, if needed, to obtain your bank activity.
- \_\_\_\_\_ A copy of all receipts of payments you made that are not detailed on your bank statement.
- \_\_\_\_\_ Housing- **RENT**
- Copy of current, signed and dated Lease
  - Landlord Ledger Form completed by landlord
  - Landlord W9 Form completed by landlord
- No rent payments to relatives and your landlord must be registered with the Preble County Auditor as a rental property owner (937-456-8148). All property owners will be verified.
- \_\_\_\_\_ Housing- **MORTGAGE** (Must be in applicant's name and not in foreclosure)
- Mortgage Company Ledger Form completed by your mortgage co.
  - Request for Taxpayer Identification and Certification or W-9
- \_\_\_\_\_ If you have utilities (gas, electric, water) in your name, bring a copy of your latest bill for each. We will not consider utility assistance for accounts that are not in your name.
- \_\_\_\_\_ A copy of ALL income for the last 30 days for ALL, individuals that live at your residence. Please provide employment paystubs, VA compensation award letters, VA disability award letters, Social Security award letters, child support payments, foster care payments, and any other miscellaneous income.

**RELEASE OF LIABILITY**

I have read and understand the requirements and policies of receiving emergency financial assistance from Preble County Veterans Service Commission. I further understand and agree that the Preble County Veterans Service Commission may make a thorough investigation of my financial circumstances, employment and income, housing, and utility services. Therefore, I hereby release Preble County Veterans Service Commission and its employees or others from any liability or damages which may result from this exchange of my personal information. **I understand that all assistance awards are based on eligibility and a demonstrated and documented need.** I understand that funding for the Preble County Veterans Service Commission is through property tax revenues and understand that the Preble County Veterans Service Commission diligently works to ensure all assistance is dispersed in the best interest of those taxpayers. **I further understand that knowingly providing false, misleading or incomplete information when applying for emergency financial assistance may result in the denial of emergency financial assistance now and in the future, required restitution, and subject to criminal prosecution.** I hereby certify that all statements provided by me at any step of the financial application process are true, complete, and correct to the best of my knowledge.

Applicant Signature ..... Date .....

Printed Name ..... Phone Number .....

Address ..... Email .....

**BANK ACCOUNT ACTIVITY REQUEST**

I am applying for services from the Preble County Veterans Service Commission.

As part of the application process, I must submit to them copies of the last 30 days activity of ALL of my bank accounts. This is not the bank statement, but account activity.

This report must list the names of all the account holders.

Please provide a copy of my last 30 days activity statement for all my accounts.

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Signature

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Date



**LANDLORD LEDGER FORM**  
**PREBLE COUNTY VETERANS SERVICE COMMISSION**

1322 N. Barron St., Eaton, OH 45320  
 Phone: (937) 456-6111 Fax: (937) 456-1019

**Mr./Ms. \_\_\_\_\_ Is applying for assistance from the Preble County Veterans Service Commission. As part of the application process, we require the last 12 months of rental payments and the information completed below by the landlord. We also require a signed and completed current lease. In addition, your property must be registered with the Preble County Auditor's Office (937-456-8148) as a rental property (we do not need the registration copy, but the landlord must attest to registering by signing below). INCOMPLETE FORMS WILL NOT BE ACCEPTED.**

Names of All on Lease of Rental Unit \_\_\_\_\_

Address of Rental Property \_\_\_\_\_

Landlord's Name (Print) \_\_\_\_\_ Date Lease Effective \_\_\_\_\_

Landlord's Daytime Telephone Number \_\_\_\_\_

Month and Year (MOST RECENT 12 MONTHS)	Payment Received (Dollar Amount)	Balance Remaining (Dollar Amount)	Amount Paid by Other Agency or HUD

The Preble County Taxpayer Identification Form (attached) must also be completed by the landlord. Your rental property must be registered with the Preble County Auditor (937-456-8148) as a rental property as required in ORC 532

I have read and completed the above information and the W9 form (attached). My signature below denotes also that I have registered my rental property with the Preble County Auditor's Office, as required in ORC 5323. I understand that providing false, misleading, or incomplete information may result in required restitution and subjection to criminal prosecution.

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

\_\_\_\_\_  
 Date



**MORTGAGE COMPANY STATEMENT FORM**

PREBLE COUNTY VETERANS SERVICE COMMISSION

1322 North Barron St. Eaton, Ohio 45320

Phone: 937-456-6111, Fax: 937-456-1019

\_\_\_\_\_  
Mortgage Company's Name

\_\_\_\_\_  
Mortgage Company's Tax ID#

\_\_\_\_\_  
Mortgage Company Mailing Address for Payment

\_\_\_\_\_  
Street address, City, Zip Code of Mortgaged Property

\_\_\_\_\_  
Mortgage Account Number

\_\_\_\_\_  
Name of Person(s) Listed as Mortgage Holder (Borrower)

<b>Ledger of Last 12 Months Activity</b>			
Date of Payment	Dollar Amount of Regular Monthly Payment Due	Dollar Amount of Payment Made	Amount Past Due

\_\_\_\_\_  
Signature of Mortgage Co. Official Completing Form

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Date

**ALL ITEMS MUST BE COMPLETED BEFORE FORM WILL BE ACCEPTED**  
*I understand that if I make false statements or answers to any information related to my mortgage or financial assistance application and receive assistance as a result thereof, my file may be referred to a prosecutor for possible action. I understand and agree that the Preble County Veterans Service Commission may make a thorough investigation of my financial circumstances, mortgage information, and housing. I hereby release you, your organization or others from any liability or damages which may result from the exchange of information requested.*

\_\_\_\_\_  
Veteran/Client Signature

\_\_\_\_\_  
Date

