

APARTMENT ASSOCIATION OUTREACH, Inc.
RENTAL ASSISTANCE
REFERRAL FORM
07/2010

Referrals to Welcome House of Northern Kentucky must be faxed, mailed or emailed.

FAX this completed form to: 859-431-6297 ATTN: Assessments

~OR~

MAIL to: Welcome House, 205 W. Pike Street, Covington, KY 41011, ATTN: Assessments

~OR~

Email to: assessments@welcomehouseky.org

Referring Landlord/Property Owner

Name:

Contact Info(Office or cell phone):

Date of Referral:

Referral Information

Name of Individual/Family:

Address:

Phone number where referral can be reached:

Length at residence:

Amount of monthly rent:

Total amount owed:

Brief description of emergency:

Each referral will be contacted within 24 hours or next business day for a phone assessment or face to face appointment. This is to determine eligibility for funds (whether family meets GCNKAA rental assistance guidelines). **Further documentation from both Landlord and family referred will be required in order to secure funds.** Questions? Call Assessments at 859-431-8717 or email at: assessments@welcomehouseky.org