



Neighborhood Assistance Services

Rent/Mortgage Letter

Notice to landlord/manager/mortgage company: NAS, a program of AZCEND, will issue payment within 15-20 business days from the date of approval

Tenant Name: _____

Tenant Resident Address: _____

If mortgage, account or loan #: _____

Past Due Rent/Mortgage

Your monthly rent/mortgage payment of \$ _____ is due on the _____ of every month.

These amounts are due for the month(s) of:

Month	Amount	Late Fees/ Other Charges	Per Month Totals
_____	\$ _____	+ \$ _____	= \$ _____
_____	\$ _____	+ \$ _____	= \$ _____
_____	\$ _____	+ \$ _____	= \$ _____
_____	\$ _____	+ \$ _____	= \$ _____
GRAND TOTAL			= \$ _____

Move In

Effective Move In date: _____ Monthly rent is \$ _____ Deposit amount (if required) \$ _____

Checks are to be made out to (please print):

Name of Business or Owner's Name: _____

To be mailed to this address: _____

Phone # _____ EIN or Owner's SSN: _____ (MANDATORY)

Signature of Landlord/Manager/Mortgage Co. Representative _____ Date _____

Landlord Email: _____

NAS AGENCY USE ONLY

Amount: \$ _____ Fund Source: _____

NAS contacted _____ on _____ to determine rental is still available
(Landlord/representative name) (date)

and/or willing to wait for payment. Staff signature: _____