

**APPLICATION PROCESS FOR SECURITY DEPOSIT GRANT ASSISTANCE  
ONLY FOR PHA HCV PROGRAM PARTICIPANTS,  
OF UP TO \$2,000 (WILL MATCH WHAT THE APPLICANT PAYS, UP TO \$2,000)  
*TO BE PAID TO THE LANDLORD***

Rev'd 01.31.2024

**The application process is in four parts.**

1. **INITIAL APPLICATION SUBMITTED.** The applicant must fill out the attached **Application Form** (on the next page) and send both the completed form *and* a copy of the applicant's **2-page RFTA** (document w/PHA logo that says Request For Tenancy Approval at the top) and **2-page voucher** (heading on top left of document is: Voucher) to info@phillySEEDS.org.
2. **PHILLYSEEDS RESPONDS.** Within ten (10) business days, PhillySEEDS will send the applicant (and the landlord, if that person's email is provided by the applicant on the Application Form), *either* a letter of conditional funding (in an amount of \$2,000 or less, equal to what the applicant will be paying towards the security deposit) *or* a denial letter. The letter of conditional funding is contingent on all the information submitted being valid and PhillySEEDS having funding (funding is year to year).
3. **FINAL DOCUMENTS SUBMITTED BY APPLICANT.** If a conditional funding letter is received, the applicant has seven (7) business days from the day it is emailed to then email to PhillySEEDS both: a) a signed lease with the landlord and b) evidence of payment of the same amount that PhillySEEDS will be providing (with PhillySEEDS not providing more than a match of \$2,000).
4. **PAYMENT MADE TO LANDLORD.** Within ten (10) business days of PhillySEEDS receiving the signed lease and evidence of the amount of payment by the applicant that is to be matched by PhillySEEDS (up to \$2,000), PhillySEEDS will issue a check in the amount requested to the landlord

When emailing documents – please: 1) have your **given name in the subject line**, 2) **do not send multiple emails with the same information**, and 3) if possible, **have all the documents in one email**.

Please allow at least week before expecting a response from PhillySEEDS or sending additional emails asking about the status of your request.

*This expedites our processing – thank you.*



APPLICATION FORM FOR PHILLYSEEDS MATCHING SECURITY DEPOSIT ASSISTANCE GRANT

This Application and a copy of the applicant's 2-page RFTA and 2-page voucher are to be sent by email to info@PhillySEEDS.org as the first step in the Application Process

DATE OF SUBMITTING APPLICATION: \_\_\_\_\_ EXPECTED MOVE IN DATE: \_\_\_\_\_

Payments will only be made if the application is received within 60 days of the move-in date and the security deposit has not been paid in full.

Applicant Information

Applicant Name: \_\_\_\_\_ Client PHA ID Number: \_\_\_\_\_

Current Address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Rental Address: \_\_\_\_\_ Client Phone Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Landlord Information

Name of Landlord: \_\_\_\_\_ (Matching payments will only be made to the Landlord)

Landlord E-mail address (optional): \_\_\_\_\_

Check whether receiving funds from the City for the security deposit: YES \_\_\_ NO \_\_\_

Check whether have ever received a PhillySEEDS Matching Security Deposit Assistance Grant: YES \_\_\_ NO \_\_\_

Please fill in the numbers in the 2nd column:

Table with 3 rows and 2 columns: 1. Total Amount of Deposit (total lines of 2 and 3) \$, 2. Applicant's Expected Contribution to Deposit: \$, 3. Amount Requested by Applicant (must be the same as contributed by the applicant, up to \$2,000): \$

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

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