



RENT ASSISTANCE PROGRAM DROP BOX APPOINTMENT INSTRUCTIONS

Step 1:

Schedule Appointment

Online at evictionprevention2.itfrontdesk.com
Or call 502-308-3344 to use the phone scheduler

You will receive a list of necessary documents to submit, including the Rent Assistance Application and Landlord/Tenant Agreement, which are available online at Louisvilleky.gov/NeighborhoodPlace

Step 2:

Submit Application Online

or follow the steps below to apply at the Neighborhood Place Location.

Step 3:

Complete all portions of the **Rent Assistance Application** and sign.
Depending on how many household members you have, you may need to complete an additional family member profile page (available online and at the drop box).

Step 4:

With your landlord, complete and sign the **Landlord/Tenant Agreement**.

Step 5:

Make COPIES of ALL required documents
A copier is available at the Neighborhood Place sites, however, there is no copier at the East End Drop Box.

Step 6:

Place documents in the **PINK ENVELOPE** that say Rent Assistance Program, fill out the requested information on the envelope, and drop in the box.
You do not need to wait for a staff member.

Step: 7

A staff member will contact you within 5 business days after receiving your documents.
To check on an application after a week, use the button online to send an email inquiry to the NP site.

Check Application Status