

RENT ASSISTANCE PROGRAM DROP BOX APPOINTMENT INSTRUCTIONS

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. Forms are available online at Louisvilleky.gov/NeighborhoodPlace (under COVID Assistance).

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

3. Complete and sign the **Rent Assistance Application**.

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).

4. On the day of your appointment, bring both forms and copies of all other required documents to the Neighborhood Place Drop Box. Place everything in a pink envelope that say Rent Assistance Program. Fill out the requested information on the envelope, and drop in the box.

OR

Submit Application Online

at Louisvilleky.gov/NeighborhoodPlace (under COVID Assistance).

Instead of bringing your documents to the drop box, you have the option of completing your application online. Have your documents ready to attach, including the Landlord/Tenant Agreement. The online system is a secure portal to send sensitive information.

5. 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