



Project Community Connections, Inc.

HOUSING APPROVAL LETTER

UPDATED 04/07/25

Return the completed form to the following PCCI Housing Coordinator or Housing Locator Specialist:

Name: _____ Email: _____

Approval

This is to verify that (Name:) _____ has been approved to rent the property located at (Unit Address:) _____, (Unit Number:) _____, (Unit City:) _____, (Unit ZIP:) _____.

The expected move-in date is: _____ The unit will be ready for inspection on: _____

Please indicate the costs below that need to be paid before the client is able to move in

Prorated 1st Mo. Rent: \$ _____	Security Deposit: \$ _____	Application Fee: \$ _____
Administrative Fee: \$ _____	Administrative Fee: \$ _____	Risk Fee: \$ _____
Prorated Water Fee: \$ _____	Prorated Water Fee: \$ _____	
Other Move-In Costs: _____		

Please fill in all fields below

Monthly Rent (only): \$ _____	Is This Unit Subsidized? No Yes	If "Yes," Market Rate: \$ _____
Water and Sewer: \$ _____	Trash Fee: \$ _____	Pest Control: \$ _____
What utilities are paid by the client? (Check all that apply) Water Electric Gas		
Type of Unit (Check one only) Apartment House Townhome Other: _____		
# of Bedrooms: _____	Square Footage: _____	Year Unit was Built: _____
Handicap Accessible? Yes No		
Lease Term: 12 months 6 months Month-to-Month Other: _____		

Property and Payee Information

Company Name: _____
Type name as it appears on line 1 of the company's W-9 form. Checks will be made out to this name.

Address: _____

The completed form should be signed, dated, and emailed back to PCCI. The person completing the form should also print their name and title and provide a phone number where they may be reached directly.

By signing below I understand the prospective tenant is being considered for financial assistance for rent and/or deposit. If the prospective tenant takes occupancy of the rental unit prior to inspection and final approval the tenant will be responsible for all rent and deposit payments.

Signature: _____	Date: _____
Printed Name: _____	Title: _____
Phone: _____	Email: _____