

“To **DO** justice, To **LOVE** kindness, and To **WALK** humbly with God.”

Micah Ecumenical Ministries

Christ Evangelical Lutheran

Fredericksburg Baptist

Fredericksburg United Methodist

Shiloh Baptist (Old Site)

Shiloh Baptist (New Site)

St. George’s Episcopal

St. Mary of the Immaculate Conception

The Presbyterian Church

Trinity Episcopal

July 1, 2015

Dear Prospective Landlord,

Please accept this letter as confirmation of our intent to assist **XXXXXXXXX and XXXXXXXX** as they transition into their new apartment. As part of Fredericksburg’s Pursuit of Housing Campaign, Micah Ecumenical Ministries will provide both financial assistance and case management geared toward stabilizing them for the long-term. While we cannot guarantee rent for an extended amount of time, we are committed to a clear understanding of who is responsible for what payments in the near term. Based on your required monthly rent and the financial situation of our program participants, we have made a projection for the minimum amount of assistance the household will need to sustain for the next three months:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Ms. Childress | Ms. Bracy | Micah  | Total Rent |
| Security Deposit | $325 | $0 | $325 | $650 |
| 1st month | $325 | $0 | $325 | $650 |
| 2nd month  | $325 | $325 | $0 | $650 |
| 3rd month  | $325 | $325 | $0 | $650 |

Our staff will conduct monthly reviews of each participant’s income and circumstances. If we determine that the client is unable to pay his/her share of the rent, adjustments to this projection will be made. Whenever this projection is amended, you will be notified prior to the next rental due date.

Every month, we will re-evaluate each program participant’s need and eligibility for assistance. One way or another, you will be notified of ongoing support or discontinuation of services. Both participants have a case manager from Micah who is working with them to make this transition as successful as possible. If you have any questions or concerns, please do not hesitate to contact us.

Thank you so very much for your partnership and assistance to our neighbors in need.

Sincerely,

CASE MANAGER NAME DIRECTOR NAME

Housing Stabilization Navigator Executive Director

Phone Number Phone number