

Assistance Request Intake Form

Date: _____

Name: _____ Date of Birth: _____ Last 4 digits of SS#: _____

Address: _____ How long have you lived at this address? _____

Phone #: _____ Cell/Other #: _____ Email address: _____

Others living at this address: Adults _____ Children _____ How old are the children? _____

Other Adult(s) Name: _____ Birthdate(s): _____ Last 4 digits of SS#(s): _____

Monthly Household Sources of Income: Type of income(s): _____ Amount(s) per month: _____

Monthly Household expense amounts: Rent/Mortgage/Section/Subsidized: _____ Electric: _____

Gas: _____ Water: _____ Phone: _____ TV/Internet: _____ Other: _____

Request Amount: _____ Type of Need: _____

Please briefly tell us more about your situation & what kind of assistance you need at this time:

For rent/mortgage need: Landlord Name: _____ Address: _____

Landlord phone#: _____ Landlord email: _____

For utility need: Utility company name: _____ Utility Acct #: _____

Have you tried to get assistance anywhere else? Yes No

If yes, where & when? _____

If yes, what type of assistance did you receive? _____

What do you see as the long term solution to your situation? What can you do to help resolve it? _____

Release of Information

I understand that in order to receive assistance, my information may be shared with the Pastor, deacons and other church staff as well as Access of West Michigan and other agencies that may partner in assisting.

Signature of client: _____

Date: _____

For Office Use:

Church Name, contact person for case, contact person email & phone number?

Please email intake form to Access Caseworker: caseworker@accessofwestmichigan.org Access Phone: 774-2175