

**INSTRUCTIONS:**  
 Using the MHDC Clearing House and CP-112 Eviction Relief Eligibility, complete the "Prior Assistance" and "Requested Assistance" for each year that the household received, or is requesting assistance.

| 2020                                      |           | Prior Assistance  |                    | Requested Assistance |                    | Total Months of Assistance  |
|---|-----------|-------------------|--------------------|----------------------|--------------------|---|
| #   | Months    | Rental Assistance | Utility Assistance | Rental Assistance    | Utility Assistance | <i>Insert "1" for each line item that contains an "X", unless the request is a Duplication of Benefits.</i> |
| 1   | April     |                   |                    |                      |                    |   |
| 2   | May       |                   |                    |                      |                    |   |
| 3   | June      |                   |                    |                      |                    |   |
| 4   | July      |                   |                    |                      |                    |   |
| 5   | August    |                   |                    |                      |                    |   |
| 6   | September |                   |                    |                      |                    |   |
| 7   | October   |                   |                    |                      |                    |   |
| 8   | November  |                   |                    |                      |                    |   |
| 9   | December  |                   |                    |                      |                    |   |
| <b>Total Months of Assistance (2020):</b> |           |                   |                    |                      |                    | <i>Insert the combined months of assistance from the column above.</i>                                      |

**IMPORTANT REMINDERS:**

1. Households cannot receive rental assistance for months where prior rental assistance was received. This is considered a Duplication of Benefits and is not an eligible expense under HSED.
2. Households cannot receive utility assistance for months where prior utility assistance was received. This is considered a Duplication of Benefits and is not an eligible expense under HSED.
3. For more guidance regarding Clearing House Verification, reference the HSED Eviction Relief Eligibility recorded training on <https://mhdc.com/programs/community-programs/covid-relief/>.
4. If you have questions regarding a household's eligibility, please contact your program administrator before providing Eviction Relief Assistance.
5. Once 2021-2024 verifications are complete, total the combined months of assistance at the bottom of this form. **IF** the Head of Household is also requesting a Security Deposit, add one month of assistance to the combined final total.

| 2021                                      |           | Prior Assistance  |                    | Requested Assistance |                    | Total Months of Assistance  |
|---|-----------|-------------------|--------------------|----------------------|--------------------|---|
| #   | Months    | Rental Assistance | Utility Assistance | Rental Assistance    | Utility Assistance | <i>Insert "1" for each line item that contains an "X", unless the request is a Duplication of Benefits.</i> |
| 1   | January   |                   |                    |                      |                    |   |
| 2   | February  |                   |                    |                      |                    |   |
| 3   | March     |                   |                    |                      |                    |   |
| 4   | April     |                   |                    |                      |                    |   |
| 5   | May       |                   |                    |                      |                    |   |
| 6   | June      |                   |                    |                      |                    |   |
| 7   | July      |                   |                    |                      |                    |   |
| 8   | August    |                   |                    |                      |                    |   |
| 9   | September |                   |                    |                      |                    |   |
| 10  | October   |                   |                    |                      |                    |   |
| 11  | November  |                   |                    |                      |                    |   |
| 12  | December  |                   |                    |                      |                    |   |
| <b>Total Months of Assistance (2021):</b> |           |                   |                    |                      |                    | <i>Insert the combined months of assistance from the column above.</i>                                      |

| 2022                                      |           | Prior Assistance  |                    | Requested Assistance |                    | Total Months of Assistance  |
|---|-----------|-------------------|--------------------|----------------------|--------------------|---|
| #   | Months    | Rental Assistance | Utility Assistance | Rental Assistance    | Utility Assistance | <i>Insert "1" for each line item that contains an "X", unless the request is a Duplication of Benefits.</i> |
| 1   | January   |                   |                    |                      |                    |   |
| 2   | February  |                   |                    |                      |                    |   |
| 3   | March     |                   |                    |                      |                    |   |
| 4   | April     |                   |                    |                      |                    |   |
| 5   | May       |                   |                    |                      |                    |   |
| 6   | June      |                   |                    |                      |                    |   |
| 7   | July      |                   |                    |                      |                    |   |
| 8   | August    |                   |                    |                      |                    |   |
| 9   | September |                   |                    |                      |                    |   |
| 10  | October   |                   |                    |                      |                    |   |
| 11  | November  |                   |                    |                      |                    |   |
| 12  | December  |                   |                    |                      |                    |   |
| <b>Total Months of Assistance (2022):</b> |           |                   |                    |                      |                    | <i>Insert the combined months of assistance from the column above.</i>                                      |

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| 2023                                      |           | Prior Assistance  |                    | Requested Assistance |                    | Total Months of Assistance  |
|---|-----------|-------------------|--------------------|----------------------|--------------------|---|
| #   | Months    | Rental Assistance | Utility Assistance | Rental Assistance    | Utility Assistance | <small>Insert "1" for each line item that contains an "X", unless the request is a Duplication of Benefits.</small> |
| 1   | January   |                   |                    |                      |                    |   |
| 2   | February  |                   |                    |                      |                    |   |
| 3   | March     |                   |                    |                      |                    |   |
| 4   | April     |                   |                    |                      |                    |   |
| 5   | May       |                   |                    |                      |                    |   |
| 6   | June      |                   |                    |                      |                    |   |
| 7   | July      |                   |                    |                      |                    |   |
| 8   | August    |                   |                    |                      |                    |   |
| 9   | September |                   |                    |                      |                    |   |
| 10  | October   |                   |                    |                      |                    |   |
| 11  | November  |                   |                    |                      |                    |   |
| 12  | December  |                   |                    |                      |                    |   |
| <b>Total Months of Assistance (2023):</b> |           |                   |                    |                      |                    |   |
|   |           |                   |                    |                      |                    | <small>Insert the combined months of assistance from the column above.</small>                                      |

| 2024                                      |           | Prior Assistance |            | Requested Assistance |                    | Total Months of Assistance  |
|---|-----------|------------------|------------|----------------------|--------------------|---|
| #   | Months    | Do not use       | Do not use | Rental Assistance    | Utility Assistance | <small>Insert "1" for each line item that contains an "X", unless the request is a Duplication of Benefits.</small> |
| 1   | January   | x                | x          |                      |                    |   |
| 2   | February  | x                | x          |                      |                    |   |
| 3   | March     | x                | x          |                      |                    |   |
| 4   | April     | x                | x          |                      |                    |   |
| 5   | May       | x                | x          |                      |                    |   |
| 6   | June      | x                | x          |                      |                    |   |
| 7   | July      | x                | x          |                      |                    |   |
| 8   | August    | x                | x          |                      |                    |   |
| 9   | September | x                | x          |                      |                    |   |
| 10  | October   | x                | x          |                      |                    |   |
| 11  | November  | x                | x          |                      |                    |   |
| 12  | December  | x                | x          |                      |                    |   |
| <b>Total Months of Assistance (2024):</b> |           |                  |            |                      |                    |   |
|   |           |                  |            |                      |                    | <small>Insert the combined months of assistance from the column above.</small>                                      |

**Is the client requesting a Security Deposit?**  
*If yes, insert "1" on this line and add one month to "Combined Months of Assistance" below:* \_\_\_\_\_

**COMBINED MONTHS OF ASSISTANCE:**  
 Calculate the combined total months of assistance from 2021 through 2024. Insert this total at the end of CP-112 Eviction Relief Eligibility. \_\_\_\_\_