



## CITY OF ATLANTIC CITY

### Director of Health & Human Services

City Hall – Room 409  
1301 Bacharach Boulevard  
Atlantic City, New Jersey 08401  
Telephone: (609) 347-5663  
Fax: (609) 347-8798

Jarrod Barnes, MBA, CPM  
Director

Mona C. Tally, LSW, CPM  
Assistant Director

### Rental assistance requirement

1. **Photo ID** (for all adults in the household)
2. **W-9 Form** from your landlord
3. **Two to three current pay stubs**
4. **Lease Agreement**
5. **Birth Certificates** for all members of the household
6. **Social Security Cards** for all members of the household
7. **Invoice** from your landlord (showing rent payment details)

### Please note:

- This service is **only available to residents of Atlantic City**. ( one year or longer)
- You must have earned income (GA/ Tanf Disability nor Unemployment is NOT accepted)
- **You do not qualify for this program if you are currently receiving Section 8, or if you live in or are moving into low-income or subsidized housing.**
- The process of receiving rental assistance **cannot begin until all required documents are received and your application has been processed.**
- Once all documents have been submitted, you must come in person to the **Office of Community Engagement**, located in **Atlantic City Hall, first floor, Office Number 103.**
- At that time, you will be required to complete an **application**, which will determine **approval or denial** of your request.

Please ensure that all documents are up to date and complete. If you have any questions or need assistance gathering the required paperwork, feel free to reach out.

Sincerely,

Maliah Linder  
Community Service Aid  
Department of Health & Human Services  
City of Atlantic City  
1301 Bacharach Blvd., Rm. 103

TDD Numbers: City Service (609) 347-5270 \* Police - Fire Emergency (609) 340-8373



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*\* Must Have Delinquent / Shut off Notice \**

### City of Atlantic City – Department of Health and Human Services

**UTILITY ASSISTANCE CHECKLIST** To qualify for Utility Assistance, applicants **must meet the following requirements** and provide **all required documentation** listed below. Incomplete applications will not be processed.

#### Eligibility Requirements

- Must be a **current resident** of the City of Atlantic City
- Must provide a **valid photo ID** showing your **current Atlantic City address**
- Must have an **active utility account** in your name or your household

#### Required Documentation

Please provide copies of the following documents:

1. **Proof of Us Citizenship**
  - o Valid driver's license, state ID, or other government-issued ID for all adults in household.
  - o Birth Certificate/Social Security cards (required for entire household)
2. **Proof of Residency**
  - o Current lease agreement (must list your name and address)
3. **Utility Bills**
  - o **Past 3 months** of utility bills (gas, electric, or water)
  - o **Utility Delinquent/Shut off notices**
4. **Proof of Income (entire household)**
  - o **3 months of bank statements** (showing deposits)
  - o **One month's most recent pay stubs**

All documents **must be legible and current** and can be emailed to [MLinder@acnj.gov](mailto:MLinder@acnj.gov).

Missing or incomplete documents may result in **denial or delay** of assistance.

Assistance is available **only for residents of Atlantic City**. Address on your ID must match your current Atlantic City residence

Please be advised that **The City of Atlantic City Utility Assistance Program is not emergency funding**. Applications are processed in the order they are received, and utility bills will not be paid immediately. Processing and payment may take a **minimum of 2–3 weeks** after all required documentation has been submitted and verified. Applicants are encouraged to continue communicating with their utility providers during this time to prevent service interruption.