



# County of Erie

**MARK POLONCARZ**  
COUNTY EXECUTIVE  
DEPARTMENT OF SOCIAL SERVICES

**REQUESTS FOR SECURITY AGREEMENTS MUST BE MADE  
BEFORE YOU MOVE IN!!**

BRING ITEMS BELOW MONDAY THROUGH FRIDAY TO 478 MAIN STREET, 6<sup>TH</sup> FLOOR.

1. IDENTIFICATION
2. COMPLETED LANDLORD FORM
3. WRITTEN VERIFICATION OF REASON FOR MOVING
4. PROOF OF INCOME FOR LAST 4 WEEKS.
5. VERIFICATION OF AMOUNT OF BELMONT OR SECTION 8 RECEIVED.
6. PRE-TENANCY INSPECTION OF THE PROPERTY
  - This is a **joint inspection** conducted by the landlord and the client/tenant.
  - DO NOT SIGN A PRE-TENANCY INSPECTION FORM until you have seen the apartment and its condition.
  - YOU must make arrangements with the landlord for a mutually agreed upon time to conduct the inspection the inspection and YOU must be present for the inspection to attest to the condition.
  - The **original copy** of the Pre-Tenancy Inspection Form must be submitted at the time of your eligibility interview. You and your landlord should retain copies for your records.
  - Prior to issuing a Security Agreement, the Erie County Department of Social Services reserves the right to have our Special Investigation Unit conduct an inspection of the property.
7. ANYONE IN HOUSEHOLD 18 YEARS OR OLDER MUST COME IN TO BE FINGER IMAGED.

\*\*\*In addition to the items above you must also have:

TWO WRITTEN **SEALED** ESTIMATES FROM THE FOLLOWING LIST OF MOVERS:

A Plus Moving Services, Inc.	238-1157	J&J Movers	837-6161
ABC Moving	362-0810	Kyros Moment Moving	316-6680
All Star Movers	881-1125	M&J Moving	684-6329
Connie's Moving	896-3332	The Moving Doctor	835-1335
Diamond Moving	885-8600	XZ Eclectic Inc.	444-2820

### **How to Obtain Moving Assistance From the Erie County Department of Social Services (ECDSS):**

- Prepare a list of all items to be moved plus approximate number of boxes or bags;
- Call moving companies on attached form to ask whether your list of items to be moved must be hand-delivered to company or faxed;
- Decide where your property will be moved (new apartment address or storage);
- If you need storage, you must get one (1) sealed estimate from a storage company, which is willing to accept ECDSS payment;
- Obtain written moving costs (bids) from TWO (2) of the companies, which you called, the estimate is based on what you're moving and where you're moving and each estimate must be in a sealed envelope;
- Take two (2) sealed written estimates to ECDSS Housing Unit (Window 6 or 7) at the Rath Building);
- ECDSS will approve one company's estimate;
- You will then be able to arrange a moving date and time with the approval company.

**IF ECDSS refuses to provide you with emergency moving assistance, as the worker for a written denial.**