

Rent/Utilities or Budgeting Activity & Field Trip

[Created and written up by Bidur Dahal, LFS Rocky Mountains]

When? Any Career counselling sessions, budgeting class, after Cultural Orientation sessions or as needed.

Why? The purpose of this activity is to get participants to become aware of the fact that that paying rent is very crucial, and includes information on:

- 1) How to pay rent after R&P funds are exhausted
- 2) How to budget, save, and be aware of upcoming expenses
- 3) How to pay city utility bills (if separate from the rent payments)

Time: 60 minutes

Materials: Monthly rent worksheets.

Procedure:

- Hand out the Monthly Calendar Worksheet for clients to complete or help clients understand how much rent the agency will cover and for how many months. (Start dividing funds into how much the office pays, and for how many months, and how much the client pays. Refer to the worksheet.)
- Ask clients how they plan to pay rent after the R&P funds have been used up. Use this time to explain how saving monthly cash assistance and budgeting is really crucial, along with the significance of getting a job at the earliest opportunity.
- Ask how clients are going to pay their rent themselves, if the money from the office is not enough to cover the amount of rent. Use this opportunity to ask what utility payments are, and if your clients fully comprehend the significance of paying utilities, and what may happen if they do not pay their utility bills.
- Go over with them how to make a money order for rent check at a supermarket or convenience store, and also show them how to address the money order to the payee. Practice with printed copies of money order forms.
- Hand out the resources list of the city utilities drop box or office, and also ask if they know where the leasing office for their apartment is.
- Lastly, SHOW them... that's what will help your clients fully understand the process.

Take them on a group field trip to the supermarket and purchase an actual money order; get a money order form and show them how to fill it out (or have them fill it out as a group), including the payee's address, along with writing their own information on the money order. Then drive to the leasing office and hand the money order to the apartment manager or into the city utilities drop boxes.

JANUARY						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: Jan. 1
 Rent Late: Jan.
 Activity:
 Verification:

Check Date:

JULY						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: July 1
 Rent Late: July
 Activity:
 Verification:

Check Date:

FEBRUARY						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: Feb. 1
 Rent Late: Feb.
 Activity:
 Verification:

Check Date:

AUGUST						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: Aug. 1
 Rent Late: Aug.
 Activity:
 Verification:

Check Date:

MARCH						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: March 1
 Rent Late: March
 Activity:
 Verification:

Check Date:

SEPTEMBER						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: Sep. 1
 Rent Late: Sep.
 Activity:
 Verification:

Check Date:

APRIL						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: April 1
 Rent Late: April
 Activity:
 Verification:

Check Date:

OCTOBER						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: Oct. 1
 Rent Late: Oct.
 Activity:
 Verification:

Check Date:

MAY						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: May 1
 Rent Late: May
 Activity:
 Verification:

Check Date:

NOVEMBER						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: Nov. 1
 Rent Late: Nov.
 Activity:
 Verification:

Check Date:

JUNE						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: June 1
 Rent Late: June
 Activity:
 Verification:

Check Date:

DECEMBER						
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Rent/Utilities:
 YOU PAY: \$
 LFS office Pays: \$
 Rent Due: Dec. 1
 Rent Late: Dec.
 Activity:
 Verification:

Check Date:

Rent Paid to: _____