



RENTAL ASSISTANCE PROGRAM

The Rental Assistance Program provides financial assistance to Chicago residents to prevent homelessness due to eviction. The program is designed to stabilize individuals and families in their existing rental units.

WHO CAN RECEIVE THESE SERVICES?

Persons who may be eligible include households that are at immediate risk of homelessness. The household must document a temporary economic crisis beyond its control occurring within the last 90 days and must be able to demonstrate an ability to meet the prospective rental obligations after the assistance has been granted based on current or anticipated income.

INCOME ELIGIBILITY REQUIREMENTS

- Household must have an annual income below 30% of area median income at intake
- Household does not have sufficient resources or support network immediately available to prevent them from moving to an emergency shelter or another place not meant for human habitation

WHAT SERVICES ARE PROVIDED?

Rental Assistance is provided through DFSS Community Service Centers.

ASSISTANCE MAY INCLUDE:

- Payment of rent arrears to prevent eviction, and/or payment of rent (up to 6 months, based on need). Assistance will not include payment of late fees.
- Payment of security deposit (applies to fire or flood, court order to vacate, or domestic violence only)
- Supportive services to prevent homelessness:
 - Job preparation/employment services
 - Counseling
 - Follow-up
 - Case management

WHAT DOCUMENTS ARE REQUIRED?

To complete your Rental Assistance Application, you must submit the following documents:

1. DOCUMENTATION OF EVICTION:

Acceptable documentation:

- Notice of non-payment of rent or 5-day eviction notice from a property owner/management company

AND ONE of the following:

- Temporary loss of income:
 - Letter from employer signed and dated on letterhead
 - Documentation of hospitalization due to injury/illness
 - Benefits statement showing termination of unemployment compensation
- Fire or flood:
 - Chicago Fire Department report
 - Department of Public Health report
 - American Red Cross documentation
 - Insurance company claim form
- Court order to vacate:
 - Foreclosure or eviction documentation (case-by-case basis)
 - Department of Buildings vacate order



- Domestic violence:
 - Report from police, doctor, or counselor
 - Self-certification that household is fleeing/attempting to flee domestic violence

2. PROOF OF INCOME FOR ALL HOUSEHOLD MEMBERS 18 YEARS & OVER

All household members 18 years and over must provide proof of income for the past ninety (90) days. If there is no income, a No Income Affidavit (provided by DFSS) must be completed at the time of application.

Acceptable documentation:

- Public Aid Income (amount must be stated)
- Social Security Income/Supplemental Security Income (current award letter)
- Pay check stubs (covering 90 days) or employer's letter on letterhead giving gross monthly income
- Unemployment benefit documents
- Pension/Annuity documents
- Child support documents

3. IDENTIFICATION

Acceptable documentation:

- Valid Driver's License or State ID for all household members 18 years and over
- Social Security card for all members of the household including children
- Documentation for children 17 years and under:
 - ✓ Birth Certificate
 - ✓ IDHS Medical Card

4. HOUSING INFORMATION

Acceptable documentation:

- Current lease

5. PROPERTY OWNER/MANAGER INFORMATION

Property Owners:

PROPERTY OWNER MUST NOT BE A RELATIVE OF APPLICANT OR LIVE IN THE HOUSEHOLD OF THE APPLICANT

- Complete and sign the Property Owner/Management Company Participation Agreement Form
- Complete a Request for Taxpayer Identification Number and Certification (IRS Form W-9)
- Rental unit must meet minimum habitability standards/lead screening as defined by HUD

In addition to the items listed above, Property Managers must provide **ONE** of the following:

- Proof of management company's agreement with property owner

OR

- Property Manager Affidavit on property management company letterhead & attach business card

Property owners and managers should receive a response within 10-20 working days from submitting a COMPLETED RAP application

6. PROPERTY OWNER/MANAGER CLIENT PAYMENT AGREEMENT (IF MORE THAN 6 MONTHS OF RENT IS OWED)

- Individual and property owner/manager must complete the Property Owner/Manager Client Payment Agreement Form if more than six (6) months of rent is owed.

Please Note: Additional forms may need to be completed at the time of application.

The Chicago Department of Family & Support Services reserves the right to modify or eliminate any of the terms/requirements of the Rental Assistance Program