

ESG Rental Assistance

Requirements and Qualifications

Questionnaire:

Do you rent or own?	Must be a renter and have the ability to provide a current lease. Lease must state that if utilities are disconnected, tenant will be evicted.
Does the bill exceed \$ 500.00?	The maximum amount of benefit received may not exceed \$ 500.00 annually. If client's bill exceeds \$ 500.00 a receipt must be provided to verify that payment has been made to bring the balance to \$ 500.00 or less.
Does the tenant have a magistrate's eviction?	Client must hold a current magistrates eviction. Services cannot be provided without. Payment will not cover court cost or late fees. Only the rent owed in the rears.
Does the client live in? Section 8 housing or receive a Hud Voucher?	Client must not receive section 8 housing or a HUD voucher. These are considered already receiving rental assistance. Clients do not qualify.
Will the landlord accept payment funding?	Client's landlord must provide proper required documentation, Letter stating they will accept payment from RCCAA and will not proceed with the eviciton, W-9 and a bill in the amount owed.
Verification of income Does client fall within the Extremely Low 30%?	Client must fall within the low 30% income limit, based on how many are in the household.
Whose name is the eviction in?	Name on the eviction must be listed on the lease.
Has the client received our assistance before?	If client has received our services before, it must be verified if client can continue services again.

Upon the questionnaire clients will be required to provide the following documentations:

- 1) Valid Id for all adults in the household
- 2) Social Security Cards for everyone in the household
- 3) The magistrate's eviction.
- 4) Verification of income (Employment, Unemployment, TANF, SSI, SSDI, Child Support, Veteran Benefits and/or any verifiable source of income, if client is unemployed and does not received any source of income client must provide verification from workforce for job search, if client is pending an application for SSI or SSDI client must provide verification)
- 5) Current lease (Lease must state if utilities are disconnected tenant will be evicted)
- 6) Letter from landlord stating RCCAA ESG Assistance will be accepted and eviction will not continue.
- 7) Bill in the amount owed in rent.
- 8) W-9 From the landlord

Please take note that payment will take 3 to 4 weeks before it will be received.

**Prior to assistance the dwelling must past the ESG Housing Habitability
Standards
Inspection Checklist**

Inspection is required prior to any assistance. If dwelling cannot pass inspection client will not receive services.

Requirements, qualifications and documentations may change at any given time to receive program benefits.

Upon receiving program benefits a case plan will be implemented. Failure to follow case plan will result in loss of program benefits.