



The City of Champaign Township Standard Emergency Rental Assistance Program

READ ALL INFORMATION AND CHECK ELIGIBILITY BEFORE SUBMISSION:

1. Applicant **MUST** reside within the City of Champaign Township.
2. Applicant **MUST** have a verifiable source of recurring income.
3. Applicant's rent can **NOT** exceed half of their household monthly gross income, unless they receive a fixed income as their only source of income. If you are on a fixed income such as SSI, Veteran's compensation, etc., the rent-to-income ratio is 70%.
4. Applicant **MUST** have a verifiable, temporary cause of hardship beyond their control.
5. Applicant household income must be at or under 200% of the federal poverty guideline.
6. Applicants **MUST** have either rent arrearage OR are currently seeking assistance with a deposit/first month's rent.
NOTE: We do NOT find housing for clients- you must already be approved for housing within in our township to be deemed eligible.
7. Applicant has not received rent assistance funding from a program partner (Champaign County Regional Planning Commission, City of Champaign Township, nor Cunningham Township) in the past 2 years.
8. The program has a maximum assistance amount of **\$600** and requires proof of payment for any remaining balance.
9. **Funds will not be immediately available**, as applications must be reviewed and verified. Please allow 7-14 days to process the application, and an additional 7-10 days for property managers to receive the funding.

NOTE: If you do NOT submit an application with all documentation attached (unless previously arranged with the case manager) your application will not be considered for processing. You have a 7 day period in which documents must be turned in by starting the day you submit the incomplete application OR the day you are contacted by Bailee, the case manager for rental assistance. If the required documents are not turned in by the 7th day, the application is denied on the 8th day. As a result of this denial, you will not be able to reapply for 3 months to the City of Champaign Township's Program.

DOCUMENTS THAT MUST BE SUBMITTED WITH COMPLETED APPLICATION:

1. Completed Emergency Rent Assistance application online or paper form in its entirety.
2. Copy of photo ID for all adults in the household and Social Security Cards for all household members including dependents.
3. Proof of **all** household income for the last 30 days. This can include but is not limited to: Job income, SSI/SSDI, TANF, Child support, Alimony, etc.
4. Current **signed** lease or lease addendum.
5. Proof of hardship, which includes but is not limited to: car repair bills, homelessness verification, loss of employment/loss of hours, change of household composition, doctor's notes, etc.
6. 5-, 10-day, or other balance notice from landlord **OR** a copy of a court-ordered eviction notice.
7. All releases of information and this form are read, filled out and signed (these documents are sent to you online via Docusign once you submit your application & documents listed above AND you have been deemed eligible.
8. IF you are seeking assistance for a deposit, you must have a homeless verification form signed & notarized (this counts as your "proof of hardship")

NOTE: If your balance exceeds the 600.00 we can provide upon approval, one MUST have proof of payment of remaining balance. For instance, if you owe 750.00 total and are deemed eligible, you will not be approved until there is evidence that the 150.00 has been paid. These are the accepted documents to prove payment: signed money order, an updated ledger or confirmation from a landlord/property manager in writing.

I have read this document in its entirety and agree to all written rules, policies and agreements listed:

Date:

Your application should be submitted to the following location:

City of Champaign Township ATTN:

Bailee VanAntwerp

53 E. Logan St. Champaign, IL 61820

bailee.vanantwerp@champaignil.gov