



## Frequently Asked Questions

### Application

1. What if my tenant does not want to participate in the Emergency Rental Assistance Program?

- When a landlord applies, if they include contact information for their tenants, their tenants will be contacted and asked to complete an application.
- If a tenant does not complete an application, federal regulations prevent DOH from approving a grant to a landlord applicant.

2. What if my landlord does not want to participate in the Emergency Rental Assistance Program?

- When a tenant applies, they must include an email or phone number for their landlord. Their landlord will be contacted at least three times and asked to complete their own application.
- If a landlord either does not respond or declines to complete an application, the tenant's application may still move forward.

3. Is there a limit to how many applications a landlord can submit?

- There is not a limit. Landlords can apply for as many current renter households who they believe meet the eligibility requirements. Landlords will need to apply separately for each household.

## Program Overview

### 4. How much assistance can tenants receive?

- Tenants whose applications are approved will receive a one-time grant matched to their specific need. Rental assistance grants will be paid directly to the landlord, unless the landlord has not completed an application. Utility assistance grants will be paid directly to utility providers.
- Assistance will cover up to 12 months of missed rent and utility payments and up to three months of future rent and utility payments. Assistance cannot cover unpaid rent or utilities from before June 2020.

### 5. How will Emergency Rental Assistance Program funds be distributed to approved applicants?

- If a tenant's application is approved a check will be mailed directly to their landlord, or directly to the tenant if the landlord does not complete an application.

### 6. Will tenants have to repay any funds if their application is approved?

- No.

### 7. Will tenants pay taxes on Emergency Rental Assistance Program funds if their application is approved?

- No, ERAP assistance awarded to renter households is not considered income for tax purposes.

### 8. Will landlords pay taxes on Emergency Rental Assistance Program funds if their application is approved?

- Yes, awards to landlords are taxable.

9. Will the Emergency Rental Assistance Program pay for utilities?

- Yes, ERAP will cover utilities and utility arrearages for up to 12 months of unpaid bills and three months of future payments.

10. Will the Emergency Rental Assistance Program run out of funding? How likely am I to receive a grant if I apply?

- The Chicago Department of Housing has nearly \$80 million in Emergency Rental Assistance Program funding, enough to cover an estimated 10,000 grants. In the previous round of rental assistance in the summer of 2020, DOH was able to fund about two-thirds of eligible applications.

11. Is there assistance for people who own their home?

- Unfortunately, the Emergency Rental Assistance Program is only available to renters. However, DOH will have additional funds available for homeowners soon. DOH also encourages homeowners to contact their mortgage servicer (the agency that sends your mortgage statements) to discuss their specific situation.

## Eligibility

12. Who is eligible to receive assistance from the Emergency Rental Assistance Program?

- Chicago tenants may be eligible to receive ERAP assistance if:
  - The household lives in Chicago and rents their home as their primary residence.
  - The household's income in 2020, or at the time of application, is below 80% Area Median Income (AMI) and preference will be given to households who make less than 50% AMI. These limits are listed below:

Number of People in Household	50% Area Median Income (Preference)	80% Area Median Income (Eligibility)
1	\$32,600	\$52,200
2	\$37,300	\$59,650
3	\$41,950	\$67,100
4	\$46,600	\$74,550
5	\$50,350	\$80,550
6	\$54,100	\$86,500

- The household experienced a financial hardship, including a loss of income or increased expenses, due to the COVID-19 pandemic. Hardship includes a reduction of work hours, unemployment, taken time off to care for oneself or loved ones who were ill with COVID-19, and taking time off because you or someone in your household is vulnerable to COVID-19.

13. Can a person who is undocumented be eligible?

- Yes, ERAP will be available to Chicago residents regardless of citizenship status.

14. Can a person with arrest or conviction records be eligible?

- Yes, ERAP will be available to Chicago residents regardless of arrest or conviction history.

15. Can tenants receive assistance from the Emergency Rental Assistance Program if they received emergency rental assistance in the past?

- Yes. However, tenants cannot receive assistance for the same months from two different programs. The City of Chicago will coordinate with other governments to ensure that applicants do not receive two grants for the same period.

16. Do tenants have to be behind on their rent to apply for ERAP?

- No. Tenants current on their rent and without arrears, but who are otherwise eligible, may apply for up to three months of future rent.

17. Can a person without a written lease apply for ERAP?

- Yes, tenants with verbal or month-to-month agreements are all able to apply for ERAP. The tenant will have to show documentation of consistent payment history for housing. If they cannot show a history of paying rent, they will be eligible for only three months of assistance at typical housing costs for their ZIP Code as determined by HUD's Small Area Fair Market Rents.

18. Can a person who has been illegally locked out by their landlord apply for ERAP?

- Tenants must be living in the unit where they owe rent in order to apply for back rent.

19. Are tenants residing in public housing or receiving Section 8/Housing Choice Vouchers eligible to apply for the Emergency Rental Assistance Program?

- Yes, tenants receiving other subsidies are eligible for ERAP on the tenant portion of their rent. However, households in these situations are encouraged to contact their program administrator for a rent adjustment if they have experienced a change in income.

## Required Documents

20. What documentation do tenants need to provide when applying for the Emergency Rental Assistance Program?

- Renters will need the following documents and information to apply:
  1. A government-issued photo ID
    - Eligible documents: Driver's license, state ID, CityKey, green

cards, US or foreign passports, or any other US or foreign photo ID

2. Proof of address (if the address on your ID is not current)

- Eligible documents: A bank, credit card, or utility statement, lease, or other document showing your current address

3. Proof of household income

- Eligible documents: Paystubs, tax filings, bank statements, a signed statement from your employer or case worker, or a signed statement from the applicant.

4. Proof of monthly rent amount

- Eligible documents: Lease, statement from landlord, bank statements or check stubs showing a pattern of paying rent, or other documents showing a pattern of paying rent
- Tenants who do not have one of these documents will be eligible for three months of assistance at typical housing costs for their ZIP Code

5. Most recent utility bill (if applying for utility assistance)

6. Their landlord's contact information (email or phone number)

21. What documents do landlords need to provide when applying for the Emergency Rental Assistance Program?

- Landlords must have the following documents to complete an application:

1. Proof of ownership

- Eligible documents: Tax filings, property tax bill, deed, or mortgage document

2. Property management agreement (if a property manager is applying on behalf of the owner)

3. Tax Identification Number of the owner

22. Do tenants need a lease to apply?

- Tenants with verbal or month-to-month agreements are all able to apply

for ERAP. The tenant will have to show documentation of consistent payment history for housing. If they cannot show a history of paying rent, they will be eligible for only three months of assistance at typical housing costs for their ZIP Code as determined by HUD's Small Area Fair Market Rents.

23. Do tenants need a Social Security Number to apply?

- No, a Social Security Number (SSN) or Individual Taxpayer ID Number (ITIN) is not required for tenants.

## Moving Through the Review Process

24. What happens after I complete my section of the application?

- After a tenant has submitted their information, their landlord will be contacted and asked to submit information as well. If the landlord completes their portion of the application, it will be reviewed for approval. If the landlord does not respond to three attempted contacts over five calendar days, the application will be reviewed at that point.

25. How can I check on the status of my submitted application?

- Tenants and landlords will be able to check on the status of their applications by contacting Em Pratt at A Just Harvest at [em@ajustharvest.org](mailto:em@ajustharvest.org).

26. Will the Department of Housing use a lottery system to review completed applications?

- No. Applications of lower-income tenants will be prioritized for initial review.

27. When will I be notified if my application is approved for funding or deemed ineligible for funding?

- The Department of Housing expects extremely high demand for ERAP assistance and will review completed applications as quickly as possible.

However, because of the number of applications we expect to receive, it may take several weeks to hear the results of your application.

28. How will I be notified if my application is approved for funding or deemed ineligible for funding?

- All communications will be sent to the email addresses provided in the application. Please make sure you maintain access to the email accounts associated with the application. You will also be able to check the status of your application by logging into the application website.

## More Information

29. Can I apply to other emergency rental assistance programs offered by the City of Chicago or the State of Illinois?

- Yes, however, tenants cannot receive rental assistance from more than one source during the same period. The Department of Housing will coordinate with other governments to prevent applicants from receiving more than one award for the same time period. If you do receive more than one award by error, please contact the Department of Housing.

30. Can tenants be evicted while waiting for these funds?

- Tenants are currently protected from eviction for nonpayment of rent by the state eviction moratorium. If you are a tenant and facing eviction, please visit [Chicago.gov/Eviction](https://www.chicago.gov/eviction) to complete a Tenant Declaration Form to protect yourself under the moratorium. You can also receive free legal help by contacting the Lawyers Committee for Better Housing at [rentervention.com](https://rentervention.com).

31. Where can I find additional help during the COVID-19 pandemic?

- If tenants are facing economic or social challenges in addition to struggling to pay



their rent, please visit the Chicago Department of Family and Support Services at [chicago.gov/city/en/depts/fss.html](http://chicago.gov/city/en/depts/fss.html).

32. Who do I contact with questions about the Emergency Rental Assistance Program?

- If you have any questions or if you are unsure about anything regarding your application, please contact Em Pratt at A Just Harvest at [em@ajustharvest.org](mailto:em@ajustharvest.org).

33. What should I do if I think someone is submitting false information to DOH in connection with the Emergency Rental Assistance Program?

- The Department of Housing takes all allegations of fraud seriously. If you have reason to believe someone is providing fraudulent information in an attempt to obtain emergency rental assistance, please contact [doh@cityofchicago.org](mailto:doh@cityofchicago.org) so that DOH can promptly investigate the matter.