

# COVID-19 Rental Assistance Application

Questions? Call Resident Services at 206-556-3335

revised 12/28/2020



Name	Building and Unit #	Date

  

Signature	Phone	Email

I certify under penalties of perjury that the below information is true and complete to the best of my knowledge. I understand that false or incomplete information will make me ineligible for program funds. I agree to furnish any additional income or other documentation required by the property owner/management to document my/our household income.

## APPLICATION INSTRUCTIONS

The application must be **complete with all verifications attached** to be considered for rental assistance.

**Required** verifications are:

- **ONE** type of verification listed in Question 4, if available
- Proof of reduced income, **only** if hours have reduced

Submit completed application in **ONE** of the following ways:

- **Email** your Site Manager or Resident Service Coordinator at [residentservices@communityrootshousing.org](mailto:residentservices@communityrootshousing.org)
- **Drop off** at your Site Manager's office *OR* 12th Avenue Arts Building, 1620 12<sup>th</sup> avenue, Suite 205, Seattle, WA 98122 during altered office hours on weekdays from 8AM-7PM
- **Mail to:** 12th Avenue Arts Building, 1620 12<sup>th</sup> avenue, Suite 205, Seattle, WA 98122

## Applicants must demonstrate a COVID-19 impact to qualify for the program:

### 1. PLEASE CHECK ALL THAT APPLY:

I work in one or more of the following professions

- Service or Hospitality     Self Employed or Contractor     App-Based Gig Worker     Artist or Musician  
 Other Profession, please explain: \_\_\_\_\_  **N/A**

### 2. PLEASE CHECK ALL THAT APPLY:

- I have been laid off permanently **Former Employer Name and Address:** \_\_\_\_\_  
**Employment Start Date:** \_\_\_\_\_ **Employment End Date:** \_\_\_\_\_

- I am still employed, but my hours have been reduced  
**Employer Name and Address:** \_\_\_\_\_

- I have an increased cost of childcare or am unable to work to care for children  
 I have an increased cost of household bills  
 I am unable to work and do not have access paid time off (PTO), Sick Leave, FMLA, FFCRA, or EFMLEA  
 I was unemployed before the COVID-19 pandemic and I am unable to find work  
 I am not financially impacted by COVID-19, but in need of Rental Assistance  
 Other impact, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### 3. Please complete the following section by checking Yes or No:

Do you or anyone in your household have access to Unemployment, paid time off, sick time, FMLA, FFCRA, or EFMLEA?  YES  NO

Is a member of the household still working?  YES  NO

Would you like to share your story to support our fundraising efforts for the COVID-19 Resilience Fund?  YES  NO

### 4. Provide one form of verification below, if available. Applicants may provide verification in the form of an email, letter on company letterhead, or screenshot. Check applicable box:

Are you able to provide any of the verifications below?  YES  NO

If YES, check all that apply:

- Termination letter or notice of dismissal from employment
- Notification of closure or furlough FROM your employer
- Communication TO employer your inability to work during Seattle Public Schools closure
- Unemployment Benefits Approval or Denial
- Notification of PTO and/or Sick Time is inaccessible for the duration of your inability to work
- Any other verification of financial and economic impact of COVID-19 on a household or member

### 5. If your income has been reduced as a result of COVID-19, Applicants MUST provide proof of reduced income:

Previous paychecks or summary of income from February 2020 or earlier and from March 2020 or later

<b>Internal Use Only:</b>	
Signature	Date

## PROGRAM OVERVIEW AND ELIGIBILITY

Community Roots Housing's Rental Assistance Program-COVID19 has rental assistance available for households that have been financially impacted by COVID-19. Funds will be awarded based on eligibility, approval, and availability of funds on a first come, first serve basis. **Households must have a balance owed in order to qualify.**

1. Households must be in good standing with CRH which is defined as the following:
  - a. Not delinquent on rent payments before April 1, 2020, unless on an existing payment plan or stipulated payment plan and current on all payments.
  - b. Not in the process of being evicted or in evictions for behavioral, health or safety issues.
  - c. Applicants are not in the process of a mutual termination agreement or eviction for non-payment of rent before March 14th, 2020
  - e. Must be up-to-date on all compliance requirements including certifications and recertifications. If a resident is not up-to-date on certifications, they still can access the program AFTER the required information has been submitted.
  - f. If one member of the household was financially impacted by COVID19, but ANY member of the household is subject to any of the benefits below, the award will be determined on a case-by-case basis.
    - Obtaining unemployment benefits
    - If a member of a household is still employed, receives the Federal Stimulus Package assistance, or another form of assistance
    - If the paid time off, sick time, FMLA, FFCRA, or EFMLEA
  - g. Once approved for assistance, the resident must pay their rent share BEFORE the award is applied to their household. If the resident cannot pay their rent share, CRH can execute a payment plan for the tenant share. If a resident does not execute a payment plan for their rent share, they will not qualify for the program. If resident default on the payment plan, once the eviction moratorium is lifted, they will be subject to a 14-day notice, the eviction and the collection process, per standard operating procedures.
  - h. Since the program is available on a first come, first serve basis, any households that cannot be served will be placed on a payment plan for the full rent amount. If a household was not able to obtain rental assistance, but qualified, they must proactively request that their application be renewed each month they are requesting assistance. As part of the renewed application, they must report any changes in employment and assistance or fill out the Affidavit of No Change certifying their financial situation on the initial application submitted has not changed. Their application will then be prioritized to receive rental assistance on a first come, first serve basis again.

Criteria for eligibility may change without notice.