

# Illinois Court-Based Rental Assistance Program Toolkit

Serving Residents Outside of Cook County\*

## Frequently Asked Questions (FAQs) Housing Providers/Landlords

Disclaimer: Information included in this document will be updated on a regular basis when applicable.

### Eligibility

#### 1. Who is eligible to receive assistance from the Court-Based Rental Assistance Program?

Illinois tenants residing outside of Cook County may be eligible to receive CBRAP assistance if:

- They have a pending eviction due to nonpayment. A court-summons document will be required.
- The household lives in Illinois (outside of Cook County) and rents their home as their primary residence.
- The household's total gross income does not exceed 80% of the Area Median Income for location (find county income limits at [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org)).
- The household experienced a financial hardship, including a loss of income or increased expenses, due to the COVID-19 pandemic.

#### 2. Are there immigration status requirements for the Court-Based Rental Assistance Program?

No, CBRAP assistance is available to all eligible renters in Illinois (outside of Cook County) regardless of immigration status. CBRAP assistance is not a "public charge" benefit.



\*Cook County residents, including city of Chicago residents, can receive court-based rental assistance by calling the Cook County Legal Aid for Housing and Debt hotline at **855-956-5763** or by visiting [www.CookCountyLegalAid.org](http://www.CookCountyLegalAid.org).

### **3. I am an out-of-state housing provider with a rental property in Illinois. Can I complete a joint application with my Illinois resident tenants?**

Yes. If your tenant is an Illinois resident living outside of Cook County and rents the unit as their primary residence, they may be eligible for CBRAP assistance.

### **4. I own and live in a multi-unit building which is also tenant occupied. If a tenant residing in my building meets the eligibility requirements, can we submit a joint application?**

Yes. Tenants may be eligible for CBRAP assistance provided they rent their own unit and are not members of the housing provider's household.

## **Application**

### **5. How do I apply for the Court-Based Rental Assistance Program?**

The CBRAP application is a joint application between the tenant and the landlord. Both the tenant and the landlord may initiate and complete their online application by visiting [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org), completing the pre-eligibility questionnaire, creating a CBRAP account, and providing the required information and documents. All CBRAP applications must be submitted online. An application will not be considered complete until both the tenant and the landlord complete their sections of the joint application.

For tenants or landlords with barriers to accessing the online application, Housing Stability Service (HSS) organizations are standing by to help. Visit [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org) or contact the CBRAP call center at **866-IL-HELP1 (866-454-3571)** to connect with an available HSS agency.

### **6. What information do housing providers/landlords need to apply for the Court-Based Rental Assistance Program?**

Housing providers/landlords will need the following information to apply:

- Valid email addresses for the tenant and landlord
- Rental unit information (unit type, address, rent amount)
- Grant payment information for check distribution
- Social Security Number or Individual Taxpayer Identification Number (if payment is made to an individual)
- Employee Identification Number (if payment is made to a business entity)



## 7. What documentation do housing providers/landlords need to provide when applying for the Court-Based Rental Assistance Program?

Housing providers/landlords will need to upload the following documents during the application process:

- Evidence of past-due rent
- Copy of property tax bill or monthly mortgage statement (dated within 90 days) or other proof of ownership.
- Current signed lease (if available)
- Fully executed and current property management agreement (if payment is made to a property manager)
- Eviction court documents (court case summons document)
- Proof of identity or LLC, Certificate of Good Standing, or Articles of Incorporation

A list of acceptable documents is available at [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org).

## 8. Does my tenant need a lease to apply?

A current lease must be provided, if available. If a current lease is not available, housing providers and tenants are still permitted to apply.

## 9. Does my tenant need a Social Security Number to apply?

No. Tenants do not need to provide a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).

## 10. How much assistance can my tenant receive?

CBRAP assistance will cover up to 18 months of emergency rental payments, including up to 15 months of missed rent payments and up to three months of future rent payments. Rent owed starting March 2020 may be paid for with CBRAP funds. In addition, the combined assistance received from CBRAP may not exceed a total of \$25,000.

## 11. Is there a limit to how many applications I can submit?

There is not a limit. Housing providers/landlords will need to apply separately for each household that has a court case number.



## 12. What happens after my tenant completes their section of the application?

After the tenant completes their application, it will be matched with their landlord's corresponding application if one has been submitted and will be considered eligible for review. If the landlord has not yet completed their application, they will receive an email notification inviting them to create a CBRAP account and apply. Housing providers/landlords can check to see if their tenant has completed their application by logging into their CBRAP account and viewing their status on the application dashboard.

If additional information is needed, you will be contacted by IHDA via email with further instructions.

If the landlord does not complete their section of the application, they will be considered unresponsive, and the tenant's application will go through a separate review process. Those tenants may receive CBRAP funds directly and will be contacted by IHDA with further instructions.

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

After the housing provider/landlord and the tenant have both submitted their information, the application will enter IHDA's queue for review.

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

Visit [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org), enter your application ID and log into your CBRAP account. Your status will be listed on the application dashboard.

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

IHDA expects extremely high demand for CBRAP assistance and will review completed applications as quickly as possible. Our goal is to notify applicants of funding eligibility within 15 to 30 days.

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

All program 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 throughout the entire review and approval process.



## More Information

### 17. Who do I contact with questions about the Court-Based Rental Assistance Program?

If you have any questions or if you are unsure about anything regarding your CBRAP application, please visit [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org) for a list of Housing Stability Service agencies standing by to help. For additional information, contact the CBRAP call center at **866-IL-HELP1 (866-454-3571)**. Call center representatives can answer questions related to the CBRAP program and provide further assistance if needed.

### 18. What should I do if I think someone is submitting false information to IHDA in connection with the Court-Based Rental Assistance Program?

IHDA 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 visit [ilrpp.ihda.org/Application/ReportFraud](http://ilrpp.ihda.org/Application/ReportFraud) and provide as much detail as possible so that IHDA can promptly investigate the matter. Alternatively, persons can file a complaint online with the Office of the Executive Inspector General.

### 19. When will I receive my CBRAP grant payment?

It is expected that landlords will receive a check for payment of rent within 14 business days of their notification by the IHDA that their rental assistance application is approved. IHDA is administering the payment process. If you do not receive your payment within 14 business days of the notification, you can contact IHDA at [CBRAP.info@ihda.org](mailto:CBRAP.info@ihda.org) and they will respond via email.

