Dauphin County Emergency Rental Assistance Program

OFFERS:
Up to 12 months rent and/or utility assistance to cover back-rent and utilities (may cover some future rent and/or utilities on a case by case basis)

You can access all the information on the Counties new rental assistance program at www.dauphincounty.org/rentutilityassist

- **The Online Application is HERE**

- **A Paper Version is HERE**

- **The Counties Instructions are HERE**

(This guide is meant to help tenants prepare their applications in a *COMPLETE FORM BEFORE THEY SUBMIT THEM* so that they can *save time* going back and forth with the county and have the best shot at getting approved as quickly as possible!)

BEFORE YOU APPLY MAKE SURE YOU MEET THE REQUIREMENTS:
(RED text is tips/advice about CERTIFICATION OF ELIGIBILITY which is the basis on which approval or denial for assistance will depend!!)

Eligibility

1. **Qualify for unemployment benefits *OR* experienced a reduction in income, incurred significant costs, or experienced other financial hardship due directly or indirectly to COVID-19 that threaten the household's ability to pay the costs of the rental property when due; (you SELF-CERTIFY this to be true by signing the application)**

2. **Demonstrate a risk of experiencing homelessness or housing instability, which may include past due rent and utility notices and eviction notices; (you SELF-CERTIFY this to be true by signing the application)**

3. **Must be at 80% Area Median Income or below. (these amounts are boxed-out in red below and CERTIFIED with Tax Return, paystubs, or unemployment statement)**

FY 2020 Income Limits

Harrisburg-Carlisle Region

U.S. Department of Housing and Urban Development

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low (30%) Income Limits	17,850	20,400	22,950	**26,200**	30,680	35,160	39,640	44,120
Very Low (50%) Income Limits	29,750	34,000	38,250	**42,500**	45,900	49,300	52,700	56,100
Low (80%) Income Limits	47,600	54,400	61,200	**68,000**	73,450	78,900	84,350	89,800

NEXT MAKE SURE YOU HAVE ALL YOUR DOCUMENTATION TOGETHER:

Documents Needed

1. **Proof of Income: 2020 Tax return (form 1040)** *OR* **2 months of most recent paystubs** *OR* **unemployment compensation statement (this is to CERTIFY that your income is under 80% Area Median Income)**

2. **Signed Lease or Rental Agreement including:**

   -monthly rent amount

   -address of the apartment

   -length of the lease

   -your signature

   -the landlord's signature

   NOTE: (All of this information MUST BE VISIBLY CERTIFIED on the lease agreement provided! Ask the landlord for a copy of all this if you've been given no written lease.)

3. **Ledger from the landlord and/or utility provider demonstrating charges and missed payment for each month requesting assistance. (it's VERY IMPORTANT that you CERTIFY IN WRITING that you were billed and missed payment on rent and/or utilities *for each month* that you're listing on the application. Showing all this in your documents from the start will *hugely speed up* your processing time!)**

4. **ID: (government issued photo ID or driver's license, passport, birth certificate, etc.)**

5. **Proof of residence: *if* your ID doesn't list the apartment as your address (you can use bills, mail, etc with the rental units address *and* your name to CERTIFY your residence)**

TIPS:

-You want to have all the required Documentation included when you submit your application.

-Try to call your landlord to obtain a copy of the lease and a rent ledger detailing which months you missed payments and how much those missed were before you apply.

-Call your utility company to get a ledger of missed utility payments

-Make sure the address on your ID, matches the address you are applying for assistance at.

-If documents are missing the county will reach out themselves or notify an agency. Eventually someone will reach out to let you know they need those documents all of which will definitely slow down the process!

-So, get everything prepared for CERTIFICATION the best you can before you apply!!