

PAST-DUE RENT ASSISTANCE - DOCUMENT LIST

McHenry County Housing Authority
1108 N. Seminary Ave. (Rte 47), Woodstock, IL 60098

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www.mchenrycountyhousing.org

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The Past-Due Rent Assistance program may provide assistance for those who are behind in their rent due to circumstances that are beyond the household's control. All applicants must be current McHenry County residents and must have lived in McHenry for at least all of the past 30 days. This program does not assist with mortgages or property taxes.

To verify the economic crisis, all applicants *must* provide documents that give evidence of at least one of the following conditions: job loss or reduced income due to COVID-19, loss of employment for other reasons, medical disability or emergency, loss or delay of some form of public benefit, natural disaster, victimization by criminal activity, illegal action by a landlord, displacement by a government or private action, or some other condition that was beyond the household's control and constitutes a hardship comparable to the other conditions listed above.

Household income cannot exceed 200% of the poverty level for the past 30 days (see our website for those amounts). Program availability depends on funding availability. Rents must fall within the local rent standards for the household's size.

Check List of Required Documents:

- Current Illinois Driver's License or Illinois State ID** for all adult household members.
- Social Security cards** for all household members (written verification from the Social Security Administration will also be accepted).
- All documentation of gross income** (before taxes and other deductions) for *all* household members *for all of the entire past 30 days*. This includes wages from employment, income from "cash jobs," TANF, Social Security, SSI, SSD, insurance compensation, unemployment compensation, child support, disability payments, pensions, etc.
- Most recent bank statement for all household members that have any type of bank accounts**
- Documentation of assistance from other sources** such as: Medicaid card, Link card, WIC, food pantry use, letters from family and/or friends listing type of help and amount of money given, etc. Letters must be verifiable and they must contain the name, address and phone number (if applicable) of the letter-writer; and they must be signed and dated.
- Late notice from Landlord (also acceptable are a 5-days' Notice, or a court summons for eviction)** This program is meant to prevent homelessness, not to delay homelessness. Funds will not be given unless the landlord agrees to halt eviction proceedings.
- Lease** Must have a current year-to-year lease in the applicant's name. Month-to-month, weekly, or verbal agreements will not be accepted. This program does not assist with roommate agreements, halfway houses, sober living houses, or other types of shared housing. Funds are given directly to the landlord. All landlords are required to provide proof that they own the property, however, this is not required at the time of intake

Please see other side for the list of required documents

McHenry County Housing Authority

Community Service Programs

Introduction

When preparing for your appointment to apply for this assistance, here are some important points to remember:

- Program availability depends on funding availability.
- Document lists are starting points and additional info may be needed to demonstrate each individual's situation. Our goal is to assist you if at all possible, but some circumstances may make an applicant ineligible to receive the assistance even if they have submitted all of the required documentation.
- Documentation is required from *each* household member. Eligibility is determined by the household's situation and income, so *all* household members must provide supporting documentation.
- All community service programs require documented proof of at least 30 days of *current* McHenry County residency. Mail and letters from friends are not considered to be proof of residency. Staying in a shelter, halfway house or other temporary residence that is located in McHenry County will not be considered as McHenry County residency unless the applicant has documented proof of residing in McHenry County for at least 30 days immediately prior to entry into the temporary residence.
- All Community Service Programs require that the main applicant is a documented (legal) U.S. resident.
- Landlords must be willing to accept past-due rent from MCHA and must agree to halt any eviction proceedings before the applicant can apply for past-due rent assistance.
- Applicants should not contact us for assistance until they have gathered all of the documents that are needed to apply.
- During the COVID-19 shut-down-order, all intakes will be conducted through email, standard mail, or fax. Email is the preferred method. If possible, please email copies of your documents to the email addresses listed on the previous page.

Please see other side for the list of required documents