

Document list for McHenry County Housing Authority's
Security Deposit / 1st Month's Rent Assistance Program



For Home, For Hope... With You.

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The Security Deposit Assistance program may provide security deposit and/or first month's rent assistance for McHenry County residents who have been unable to save for their move due to no fault of their own, and are also currently homeless or at imminent risk of homelessness. Applicants must have been approved by a landlord to rent a unit before the applicant can apply for assistance with their security deposit and/or first month's rent. All applicants must provide proof that they've lived in McHenry for at least all of the past 30 days. Verification of residency and homelessness is required from an agency that is located in McHenry County, such as a Continuum of Care member agency, law enforcement official, or government official.

To verify the inability to save for their move, 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, chronic homelessness, 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 CSBG income limits 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:

- Driver's License or State-issued 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, unemployment compensation, child support, disability payments, pensions, etc.
- Proof of homelessness or imminent risk of homelessness for all household members** such as a letter from a homeless shelter provider, law enforcement official, or government official.
- Pre-Lease Approval Letter** Written letter or email from a landlord verifying that he/she has agreed to rent a unit to the household. The letter must state the address of the unit, security deposit and rent amount, and the date that the lease is expected to begin. If approved for the assistance, landlords must provide a 1 year written, signed lease. Funds are given directly to the landlord. 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. 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 additional information

McHenry County Housing Authority

Community Service Programs

Introduction

When preparing for your appointment to apply for a community service program, 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 copies and/or photos must clear and easy to read
- All documents that require signatures must be signed and dated.
- All forms must be filled out completely.
- We prefer that applicants gather all of the documents that are needed for the application and submit them all at one time, instead of sending them piece by piece
- All Community Service Programs require that the main applicant is a legally documented U.S. resident.
- Applicants must be approved by a landlord to rent a unit before the applicant can apply for a security deposit/1st month's rent assistance.
- Applicants should gather all of the documents that are needed to apply before contacting MCHA for the assistance.
- During the COVID-19 pandemic, all intakes will be conducted through email, secure upload, standard mail, or fax. Email or secure upload is the preferred method.

Please see other side for the list of required documents