CITY OF
JAMESTOWN
Development Office

Crystal D. Surdyk
Director

# CITY OF JAMESTOWN CDBG COVID-19 RESPONSE

## RENTAL ASSISTANCE GRANT PROGRAM

### APPLICATION FORM

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Mayor

Department of Development

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**CITY OF JAMESTOWN CDBG COVID RESPONSE**
**RENTAL ASSISTANCE PROGRAM APPLICATION**

The City of Jamestown with funding provided by the U.S. Department of Housing and Urban Development (HUD) is offering rental assistance to households that have been impacted by the Coronavirus (COVID-19) pandemic. The Rental Assistance Program will be open to individuals whose household income has been reduced as a result of COVID-19, whose projected 2020 annual gross household income does not exceed eighty (80) percent of the current local median income, and whose household is not receiving rental assistance through other agencies.

Income Guidelines: 2020 for the city of Jamestown
For the purposes of this Rental Assistance Program Grant, use your projected income for 2020. Low-to-moderate income levels (80 percent of the current local median income)

| HOUSEHOLD SIZE: | MAXIMUM HOUSEHOLD INCOME: |
|---|---|
| 1 person | $37,650.00 |
| 2 persons | $43,000.00 |
| 3 persons | $48,400.00 |
| 4 persons | $53,750.00 |
| 5 persons | $58,050.00 |
| 6 persons | $62,350.00 |

This program will also benefit the landlords whose rental income has been impacted by the COVID-19 pandemic. Therefore, it is imperative that both the tenant and landlord work together to submit this application, though the ultimate responsibility for submitting the application will be the tenant.

Both the landlord and the tenant must sign a City of Jamestown Property Maintenance Agreement before grant is disbursed. This agreement stipulates that both parties agree to and will cooperate with a Housing Quality Standard inspection of the interior and exterior of the unit for which rental assistance is given. This inspection will happen at a later date when it is safe to do so. It will be further agreed upon that the property on which the unit sits will remain free of junk and debris, tall grass and overgrown landscaping, unregistered vehicles, and remain compliant with City of Jamestown codes. The tenant agrees to uphold the terms and conditions of their rental agreement. Tenants and landlords are encouraged to set a repayment agreement for rent that is not covered by this three-month Rental Assistance Program.

NAMES and AGES of all members of the household: _____

_____

ADDRESS of RENTAL PROPERTY: _____

Tenant's Phone Number: _____Email Address: _____

LANDLORD NAME: _____

LANDLORD ADDRESS: _____

Phone Number: _____ Email Address: _____

MONTHLY RENT: $_____ INCLUDES UTILITIES: ☐ YE ☐ NO
Rent payment will be verified through a lease agreement signed by tenant and landlord.

LAST DATE RENT WAS PAID: _____ LAST DATE BPU BILL WAS PAID:_____

HOUSEHOLD INCOME ON MARCH 1, 2020: $_____
Household income includes income from all persons 18 years of age and older who occupy the home. Proof of household income at March 1, 2020 and current household income is required at time of application.

CURRENT HOUSEHOLD INCOME: $ _____

It is of the highest importance to the U.S. Department of Housing and Urban Development (HUD), who is funding this grant, that there be no duplication of financial assistance. Therefore, all applications will undergo a rigorous review to ensure that applicants are not receiving other means of financial assistance for rent.

DOES ANY AGENCY SUCH AS, Social Security, Social Security Disability Insurance, Section 8 Housing Choice, STEL, Evergreen Health Services, Veterans Affairs, Housing Options Made Easy (HOME), or others PROVIDE RENTAL ASSISTANCE FOR ANY OCCUPANT OF THE HOUSEHOLD? YES NO

TENANT 1: LAST PLACE of EMPLOYMENT TENANT 1: LAST DATE of EMPLOYMENT
_____ _____

TENANT 2: LAST PLACE of EMPLOYMENT TENANT 2: LAST DATE of EMPLOYMENT
_____ _____

LANDLORD INFORMATION: Answer YES or NO:
DID THE LANDLORD REGISTER YOUR UNIT/PROPERTY WITH THE CITY OF JAMESTOWN _____
IS THE LANDLORD CURRENT, THROUGH FEBRUARY 2020, ON TAXES? _____
IS THE LANDLORD CURRENT, THROUGH FEBRUARY 2020, ON BPU? _____
IS THERE A MORTGAGE ON THE PROPERTY? _____
DOES THIS PROPERTY HAVE A HISTORY OF CODE VIOLATIONS? _____
IS THE PROPERTY FREE OF JUNK AND DEBRIS, UNREGISTERED VEHICLES, AND TALL GRASS AND OVERGROWN LANDSCAPING? _____

Required Documents: The tenant or landlord must provide the following documentation and submit it with application:

- ☐ PROOF OF RESIDENCE: (Tenant - utility bill, cable bill, bank statement, etc.)
- ☐ PROOF OF OWNERSHIP: (Landlord - Deed, mortgage statement, insurance policy, etc.)
- ☐ CURRENT BPU BILL
- ☐ PROOF OF INCOME FOR ALL OCCUPANTS 18 YEARS OF AGE OR OLDER (Most recent pay stubs for three consecutive months)
- ☐ LEASE AGREEMENT SIGNED BY LANDLORD AND TENANT
- ☐ MORTGAGE STATEMENT ON RENTAL PROPERTY, if applicable (Landlord)
- ☐ PROOF OF TAXES PAID (Landlord)
- ☐ PROOF OF FINANCIAL HARDSHIP (Tenant - job loss, furlough, or layoff, reduction in hours of work or pay)

I attest that neither I nor anyone in my household are receiving any kind of financial rental assistance; Social Security, Social Security Disability Insurance, Section 8 Housing Choice, STEL, Evergreen Health Services, Veterans Affairs, Housing Options Made Easy (HOME), or any other agency providing rental assistance. Furthermore, by signing my name I am certifying that this statement is true and accurate, and I understand that if my statement is found to be fraudulent, I will repay the City of Jamestown the amount granted to me for the purpose of rental assistance.

In addition, I understand and have made my landlord aware that an exterior inspection of the property for junk and debris, unregistered vehicles, tall grass and overgrown landscaping, and a history of code violations and current status as a nuisance property with the Jamestown Police Department will be reviewed and considered. Furthermore, I understand and have made my landlord aware that an inspection of the interior will ensue at a time that it is safe for the landlord, all occupants, and the inspector to do so.

_____ _____

TENANT 1 signature TENANT 2 signature

Contact information:

- For technical assistance with submittal of applications, please email wright@jamestownny.gov.
- For questions regarding the application process or your application status, please email wright@jamestownny.gov.
- Upon application approval, for questions regarding payment status, please call 716-483-7541 or email wright@jamestownny.gov.

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**FOR CITY OF JAMESTOWN DOD USE ONLY**

Application Received Date: _____

Staff Recommendation: _____

_____

Approval Date (denial date if applicable): _____

Approved Funding Amount: _____