



RENTAL ASSISTANCE APPLICATION

Program Information

The City of Richmond, Richmond Rapid Response Fund (R3F) and Richmond Community Foundation (RCF) have partnered with CHDC, RNHS and SparkPoint Contra Costa to assist in administering funds to eligible households who are unable to pay their rent due to a COVID 19 - related job loss or loss of income. SparkPoint Contra Costa, CHDC and RNHS will be the organizations collecting applications for Richmond residents. **Funds are available one time per household.** A household can receive up to 3 months rent, not to exceed \$5,000. Rental check amounts will be paid directly to the landlord.

Who is eligible?

- ✓ Community members who have experienced a COVID- 19 financial hardship due to job loss, loss of income and/or medical expenses.
- ✓ Clients who have experienced job loss and/or loss of income directly related to COVID-19
- ✓ Resident of Richmond, CA
- ✓ Has an outstanding rent balance due to COVID financial hardship

How do I apply?

SUBMIT APPLICATION AND DOCUMENTATION TO:

CHDC: kvizinau@communityhdc.org - Katrina Vizinau, Sr. Housing Counselor 510-221-2527

RNHS: info@eastbaynhs.org or contact Cymone Goree, Property Manager 510-237-6459 x1602

Sparkpoint: bgeishirtcantrell@richmondcf.org - Betty Geishirt Cantrell, Senior Director



Note: Allow 24 hours from your submissions before contacting the organization directly; note this program allows only one application per HH ; multiple requests to different agencies may make your request ineligible.

REQUIRED DOCUMENTATION

- Landlords W-9- Landlord can provide directly to an agency handling applicant's application.
 - Lease agreement
 - Verification of income loss (termination, employer separation letter, statement from EDD etc)
 - Verification of past due rent
-

Applicant Information

Full Name: _____ Date of birth: _____
Last First M.I. (MM/DD/YYYY)

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Total in household (including yourself): _____ # Children under 18 (living in home): _____

Are you currently receiving any housing subsidy through the following programs:

Public Housing Section 8 Other _____

Have you or someone in your household received other rent assistance funds? No Yes
(e.g. Shelter, Inc., Season of Sharing, Catholic Charities)

if yes, provide agency and amount of support: _____

Estimated Annual Income (Gross)

Less than \$20,000 \$40,001 - \$60,000 \$80,001- 100,000

\$20,001 - \$40,000 \$60,001- \$80,000 Greater than \$100,000

Race (check all that apply)

Asian Black or African American Native Hawaiian and Other Pacific Islander

American Indian and Alaska Native Hispanic or Latino White

Employment

Which of the following categories best describes your current employment status?

Unemployed due to COVID-19
if unemployed, please provide the date of layoff or termination: _____
(MM/DD/YYYY)

Reduced hours due to COVID-19

Other, please explain:

Landlord Information

Have you received an eviction notice and a past due rent notice from your landlord?

No

Yes If yes, please provide date of notice: _____
(MM/DD/YYYY)

Landlord's name or entity name _____ Amount: \$ _____

Address: _____
Street Address Apt/Unit #

_____ City State ZIP Code

Phone: _____

On behalf of tenant: _____

Eviction notice attached Yes No

Additional Information

Do you have any additional comments you would like to share?

Application Certification

REQUIRED: I hereby certify that the information contained on this form is accurate and complete to the best of my knowledge. I give my permission to contact any agency/landlord who could clarify my situation, and I give my consent to provide my personal information to this agency(s) partners and or affiliates for the purpose of receiving rental assistance. I also agree to develop a Housing Contingency Plan with a financial coach and/or housing counselor.

Yes

OPTIONAL: I am interested in participation in interview with R3F to share my story about the impact of rental assistance on myself and my family. I understand participation is voluntary and that my participation does not affect my eligibility for rental assistance.

Yes

Client's signature: _____ Date: _____

Sponsored by:



R3F Rental Assistance FAQs

1. What are examples of COVID-19 related situations that qualify people for the program?

- ✓ Loss of job
- ✓ Reduction in hours at work
- ✓ Having to stay home from work to care for sick family members
- ✓ Having to stay home from work to assist children in remote learning
- ✓ Contracted COVID-19 myself

2. I don't have a formal lease. What can I do?

- ✓ Get a letter signed by both yourself and the landlord that states how much you pay in rent each month.

3. What is a W-9 and why do you need it?

- ✓ It is a form from the IRS that gives us the landlord's social security number. Since it is income for them, we will send them a 1099 at the end of the year to document the amount of money that was paid to them. This dollar amount will be reported to the IRS as taxable income.

4. My landlord does not want to give me their W-9. What can I do?

- ✓ The landlord can email or mail the W-9 directly to the Richmond Community Foundation. That is the organization that will be writing the check to them. They can also request that the W-9 be completed via DocuSign (a secure online signature program).

5. What is the Housing Plan that I need to do with a financial coach?

- ✓ Housing Plans are completed with the assistance of a financial coach, who will help you look at your current finances and plan how you can afford your current housing or how you might need to find new housing. We want to help you stay housed and not require continued rental assistance. A financial coach is someone trained to help you come up with a plan and/or budget.

6. Will the rental assistance pay past rent, future rent, or the 25% required under AB3088?

- ✓ You can choose how to designate your rental assistance is used. The financial coach can help you examine these options to see which might be most helpful for your situation.

7. If my past due rent is more than \$5000, can my landlord still evict me for the remainder of what is due?

- ✓ You can read a COVID-19 Tenant Survival Guide at <https://drive.google.com/file/d/1fdZAc9t7qvkFyNKRmN2336Avo4mlFxEK-/view> (English) <https://drive.google.com/file/d/1-UyJ19SFvRvevqja-YVPADMITmKUWAvU/view> (Spanish)
 - ✓ There are protections in place, but evictions are still happening for reasons besides nonpayment of rent (if proper paperwork was done). Our financial coaches can help explain your rights as a tenant and we can do referrals to attorneys specializing in this work.
-