

Illinois Court-Based Rental Assistance Program Toolkit

Illinois Court-Based Rental Assistance is awarded to eligible households in an amount up to \$10,000. This assistance can cover past due rent, up to two future months of rent, and up to \$700 in court costs. The program is set up as a joint application between the tenant and the housing provider/ landlord. A household is not eligible to apply if they were approved for CBRAP assistance, including tenant direct assistance, within the past 18 months.

Eligibility Requirements

To receive assistance through CBRAP, tenants must meet the following criteria:

- Primary tenant/ applicant must be in a court-eviction proceeding due to non-payment of rent and provide eviction court documentation.
- The household is behind on rent and is at risk of experiencing homelessness or housing instability.
- Current household income must be below 80% of the Area Median Income (AMI), adjusted for household size.
- Proof of citizenship is not required.

Documentation Requirements

Information needed to apply will include:

Tenants:

- Government-issued photo ID
- Proof of address (dated within 60 days of application submission)
- Proof of household income
- Rent details and amount past due
- Proof of public assistance (if applicable)
- Current signed lease (if available)
- Eviction court documentation (Complaint/Summons)
 - Primary tenant must be listed on the eviction document
- Valid email addresses for tenant and housing provider/ landlord

Housing Providers/ Landlords:

- Proof of ownership
- Proof of unpaid rent (ledger is required)
 - Sample ledger available at illinoishousinghelp.org/resources
- Current signed lease (if available)
- Government-issued photo ID, Certificate of Good Standing, or Articles of Incorporation
- Fully executed and current property management agreement (if payment is made to a property manager)
- Eviction court documentation (Complaint/Summons)
 - Applications without proof of pending court eviction will be denied, but applicants can reapply
- Valid email addresses for tenant and housing provider/landlord



How to Apply

The CBRAP application is a joint application between the tenant and the landlord. Both the tenant and housing provider/ landlord may complete their online application by visiting www.IllinoisHousingHelp.org and completing the pre-eligibility questionnaire, creating a CBRAP account, and providing the required information and documents.

Before You Begin Your Application

- ✓ Gather ALL necessary documents for your application
- ✓ Make sure the tenant and housing provider/ landlord each have an active email account

Renters will need to upload the following documents:

- Court summons information
 - Primary tenant/ applicant must be named on the document
- Government-issued photo ID
- A utility bill or proof of address dated 60 days prior to the application
- Proof of household income
- Proof of past-due rent
- Current signed lease (if available)
- Proof of public assistance (if applicable)

A list of acceptable documents is available at www.IllinoisHousingHelp.org.

Housing providers/ landlords will need to upload the following documents:

- Court summons information
- Government-issued photo ID, LLC, Certificate of Good Standing, or Articles of Incorporation
- Rent Roll/ Tenant Ledger
- Evidence of ownership
- Current signed lease (if available)
- Fully executed and current property management agreement (if payment is made to a property manager)
- Receipts for court costs or Ledger listing court costs.

A list of acceptable documents is available at www.IllinoisHousingHelp.org.



When complete, applications from the tenant and housing provider/ landlord will be paired and reviewed for eligibility. You will be contacted by IHDA via email if further information is required. However, applications submitted without proof of pending court eviction will be denied.

For tenants or housing providers/ landlords with barriers to accessing the online application, visit www.IllinoisHousingHelp.org or contact IHDA's call center at 866-IL-HELP1 (866-454-3571) to connect with a CBRAP agent.

After you have completed your section of the application

After the tenant or housing provider/ landlord completes their application, it will be matched with their corresponding application if one has been submitted and will be considered eligible for review.

If an applicant has not yet completed their application, they will receive a notification via email inviting them to create a CBRAP account and apply. Applicants can check to see if a corresponding application has been completed by logging into their CBRAP account and viewing their status on the application dashboard.

All program communications will be sent to the email addresses provided in the application. Please make sure you maintain access to the email accounts associated with the application throughout the entire review and approval process.

Check your application status

Visit www.IllinoisHousingHelp.org, enter your application ID, and log into your CBRAP account. Your status will be listed on the application dashboard.

Need assistance?

Contact IHDA's call center at 866-IL-HELP1 (866-454-3571) or visit www.IllinoisHousingHelp.org.



Payment for Approved Applications

If a CBRAP application is approved, IHDA will issue a grant payment directly to the housing provider/ landlord on behalf of the tenant in the form of a check using the payment information provided in the application. The payment remittance advice will contain the following information: tenant's first and last name and their address.

If a housing provider/ landlord chooses not to complete their application, tenants may still be eligible to receive CBRAP assistance directly through a special review process. Tenant applicants whose housing provider/ landlords are unresponsive or uncooperative will be contacted by IHDA with further instructions.

IHDA intends to notify applicants of funding eligibility within 30 to 45 days from when the application has been completed by both the housing provider/ landlord and tenant. If a housing provider/ landlord has not received a check payment within 21 days of approval notification by IHDA, submit an inquiry to SRUpayments.info@ihda.org. The inquiry should include the following information:

- Housing provider/ landlord name
- Housing provider/ landlord phone number
- Housing provider/ landlord mailing address
- Tenant name
- Tenant unit address
- Application ID number
- Amount of payment (if known)

After receiving the inquiry, CBRAP customer service relations will respond via email.

