

COURT-BASED RENTAL ASSISTANCE PROGRAM

TENANT APPLICANT GUIDE

The CBRAP Customer Relations team has English, Spanish, and Polish speaking staff available today at 866-454-3571.

If you need assistance in a language other than English, Spanish, or Polish, please send an email to CBRAP.info@ihda.org. In the email, please include your name, phone number, the language you are seeking assistance in, and your availability Monday – Thursday, 9:00 a.m. to 4:00 p.m. Our Customer Relations staff will reach out to schedule an over the phone appointment with a representative and a translator.

CBRAP Tenant Guide

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What is Needed to Apply

Program Overview

The Illinois Court-Based Rental Assistance Program (CBRAP) is administered by the Illinois Housing Development Authority and provides up to \$10,000 in emergency rental assistance to eligible households. This assistance can cover past due rent, up to two future months of rent, and up to \$700 in court costs. This assistance is provided in the form of a grant, which does not need to be repaid. It is preferable that both the tenant and the housing provider/landlord apply for assistance to access the full benefits of the program. The assistance is paid in the form of a check. When a tenant and housing provider/landlord apply together, the check will be made payable to the housing provider/landlord. When a payment is made to a housing provider/landlord, the eviction case against the tenant must be dismissed and cannot be refiled. In certain circumstances, tenants without a participating housing provider/landlord may still be eligible to receive assistance (see [Tenant Direct](#)). Funding for the current round of CBRAP is available from July 31, 2025, through June 30, 2026, or the exhaustion of funds, whichever comes first. Assistance is not available to households that have been funded by CBRAP within the last 18 months.

Program Eligibility

Applicants for CBRAP assistance must meet the following eligibility criteria:

- **Eviction:** Tenants and housing providers/landlords must be engaged in active court eviction proceedings that must include non-payment of rent.
- **Income:** Total household income must be below 80% of the Area Median Income (AMI). Your total household income cannot exceed the maximum for your household size in your county. You can check your county's Area Median Income information at [HUD's AMI Limits](#). For this round, FY 2025 limits will be used.
- **Residency:** Your rental unit must both be in Illinois and be your primary residence at the time of applying.
- **Ownership:** Your housing provider/landlord must own the rental property or be the property manager with a valid property management agreement with the owner.
- **Waiver of Fees and Dismissal:** Upon approval of CBRAP assistance, housing providers/landlords must waive all past due rent, late fees, and court costs not covered by the Grant Agreement and must dismiss the eviction case against the tenant with prejudice. The housing provider/landlord may not refile an eviction for any past due rent or fees that are covered through the assistance period.
- For more information, see the [Tenant Grant Agreement](#).

What Assistance Includes and Excludes

CBRAP assistance is up to \$10,000. When a tenant and housing provider/landlord apply together, the total assistance per application is based on need and can include:

- **Past due monthly rent:** If you pay utilities as part of your regular payments to your housing provider/landlord under your lease, they will be included in this amount. If you pay the utility

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company or someone other than your landlord for your utilities, they are not eligible for reimbursement through CBRAP. If a tenant has subsidized rent, this assistance will cover the amount of rent you are responsible to pay your housing provider/landlord under the program.

- Up to two months of future rent: Future rent needs to be requested before approval and will be included if there are funds remaining after the past due rent is funded.
- Up to \$700 in incurred court costs at time of application: Housing providers/landlords must requested at time of application submission or provide support for the court costs they have paid prior to approval. These costs will be included if there are funds remaining after past due and future rent are funded.

There is an overall cap of \$10,000 per household for this round. In addition, the following are fees and costs are not eligible for assistance:

- Late fees
- Legal fees
- Fines, violations, penalties
- Court costs greater than \$700

By accepting the assistance, the housing provider/landlord agrees to the following:

- Housing Provider will file to dismiss the eviction case with prejudice.
- Housing Provider will bring the tenant current regardless of past due amount.
- Housing Provider must waive all late fees, legal costs, penalties, and court costs not covered by the grant.
- Housing Provider shall not terminate the lease, nor commence, continue, file, re-file, or enforce any eviction proceedings for non-payment of rent for a minimum of 60 days.

What You Need to Apply

Internet Access

The CBRAP application is only available online. You can complete the application from any device, including a smartphone, if it can connect to the internet.

Email Address

To apply, you must have a valid email address. Your email address will be how we send you important information and/or notices about your application and serve as your login to your application dashboard. You will also need your email if you need to reset your application password. Be sure you have access to the email address you use to apply and that you check it regularly throughout the application process. If you are unable to access the email address linked to your application, you will need to start over and reapply with a new email address.

If you have an email address to use for your application, but forgot your password, these links might help:

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- [HOW TO CHANGE YOUR EMAIL PASSWORD IN GMAIL](#)
- [HOW TO CHANGE YOUR EMAIL PASSWORD IN YAHOO](#)
- [HOW TO CHANGE YOUR EMAIL PASSWORD IN OUTLOOK](#)

Documentation

Before you start your application, gather the documents listed below. There are several places to upload the different types of documents throughout the application. You can either scan your documents or take photos of them using a smartphone or tablet. If a document is multiple pages, be sure to scan or take a picture of every page. Uploading complete, legible documentation will help us process your application faster.

If documentation that was uploaded to your application is incomplete or not legible, the CBRAP review team will initiate a request for further documentation known as a “cure”. A cure request can happen at any time during the review process and, occasionally, after approval. See [Submitting Additional Documentation](#) for more information.

As the person completing the application, you are considered the “applicant” or “primary applicant”. Your name should appear on every document that you upload to your application except for any additional household member’s income documents.

Below are some links to helpful how-to guides on preparing your documentation:

- [HOW TO SCAN A DOCUMENT ON YOUR SMARTPHONE OR TABLET](#)
- [HOW TO TURN A SCREENSHOT INTO A PDF](#)

Here is what is needed for the application:

1. Proof of Residency: The application will ask for proof of residency for the primary applicant with your name and current address. The document showing proof of residency must be dated within 60 days of the date you apply and should be one of the following:
 -
 - Utility bill (gas, electric, water, trash, etc.)
 - Cable/internet bill
 - Cell phone bill
 - Bank or credit card statement
 - Government-issued document
2. Photo ID: The application will ask for a government-issued photo ID for the primary applicant and should be one of the following:
 - Driver’s License or Real ID
 - Temporary Visitors Driver's License
 - Photo ID card
 - Matricula Consular or any other Foreign Consulate ID
 - U.S. or Foreign passport
 - U.S. permanent residency resident card
 - Chicago CityKey ID

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3. Income: The application will ask for documents showing your recent income, please review the following to determine what you will be required to submit.
 - If you participate in the government or public benefits program listed below, you may upload your award or explanation of benefits letter that show your name and address:
 - SNAP
 - TANF
 - Medicaid
 - Medicare Part D Low Income Subsidies
 - Head Start
 - Low-income Home Energy Assistance (CEDA)
 - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
 - If you do not participate in one of the above programs, please upload documents showing your current or most recent income. You only need the relevant documents from one of the following categories for each household member who is 18 years old or older. If you have more than one document from the category you are using (for example if you are an employee and do contract work), please upload them **all**. All documents uploaded from the household should be from the same calendar year:
 - Category 1: Tax returns:
 - Page 1 and 2 of your most recently filed tax return (Form 1040)
 - Category 2: Tax support:
 - Most recent W-2 tax forms
 - 1099 forms for the most recent tax year
 - Category 3: Pay statements:
 - Most recent paystub showing year-to-date income earned
 - Most recent benefit award letter, statement, or current payment detail benefits. For example, unemployment benefits, Social Security Income (SSI), Social Security Disability Income (SSDI), or worker's compensation
 - Most recent profit and loss statement for self-employment or contract work
 - Completed and signed [IHDA Income Attestation](#) form
4. Recent income documentation from all household members over the age of 18. If your household does not participate in one of the programs listed above, all household members over the age of 18 must submit income documentation. Please follow the above income documentation guidelines for all applicable household members. Income documentation from the entire household must be from the same calendar year.
5. Eviction court document which has been signed by the judge or stamped by the court and includes your name and court case number.
6. Document showing how much rent you owe. This document should include your name, address, and should be one of the following:
 - Evidence of past due rent such as a rental ledger (an example of a ledger can be found [here](#))
 - Most recent lease
 - If you have both documents, you may provide both

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Additional Resources

Legal Aid

Free legal aid may be available to tenants facing eviction, see the resources below if you would like to get in touch with a legal aid organization. Certain eligibility requirements may apply.

- Eviction Help Illinois (properties outside of Cook County):
 - Call 855-631-0811
 - Text “Eviction Help” to 844-938-4280 (English) or 844-938-4289 (Spanish)
- Cook County Legal Aid for Housing and Debt (Cook County residents):
 - Call 855-956-5763
 - Visit cookcountylegalaid.org

Public Internet and Computer Access

If you need to access the internet, use of a computer, and/or scanner, please see our [Public Access Guide](#) to find a courthouse or library near you that has these resources available for use.

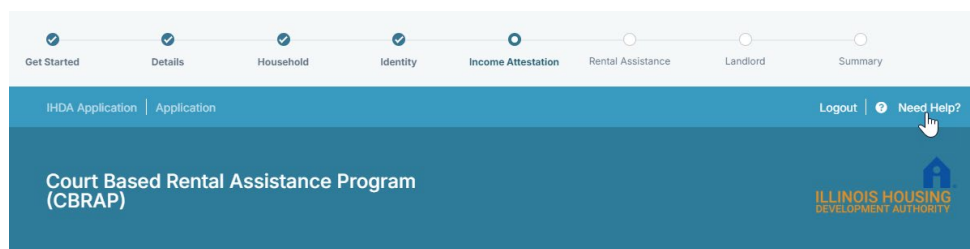
Help Completing Your Application

If you are having an issue with, or need help completing your application, we have technical assistance available through our CBRAP call center or through email.

To speak with a representative, call 866-454-3571 and follow the prompts for technical assistance.

For email, send an email to CBRAP.info@ihda.org. Please include “Tech Issue” in the subject line, provide your application ID (if available), a description of the issue, and any screenshots you can take that will help to demonstrate the issue if you are able. Our Customer Relations team will respond within two business days.

If you are running into an issue while completing your application, you can use the “Need Help” button located at the upper righthand corner of each page to report your issue immediately. Please include as many details as possible so we can determine your next steps. Our Customer Relations team will get back to you via email within two business days.



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Get in touch

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Please visit our Frequently Asked Questions at <https://illinoishousinghelp.org/> to answer your inquiry. If you need additional assistance, please submit your question below, or contact IHDA's CBRAP call center at 1-866-IL-HELP1 (454-3571).

Your Name *

Enter value

Your Email *

Enter value

Phone Number *

() - -

Reason: *

▼

Message *

Remaining characters: 1000

✉ Submit Inquiry

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Getting Started on Application

Application Portal

Tenants and housing providers/landlords can start an application by clicking on the “Apply Today” button at illinoishousinghelp.org/CBRAP. Both the tenant and the housing provider/landlord can begin the application process at any time from the website and the applications will be matched together in the system based on the rental property address (See [Matching Tenant and Housing Provider/ Landlord Applications](#) for more info). If the tenant applies before the housing provider/landlord, the housing provider/landlord will also be notified via email and invited to apply and vice versa.

Pre-Eligibility

Before you start the application, you will be asked questions on the *Pre-Eligibility Screen* to ensure that you are eligible for CBRAP assistance. Please answer the screening questions accurately because the application asks for different information from housing providers/landlords and tenants.

Creating an Account

To create an account, you will enter some basic information, including your email address. The system will then send you an email to that address with a temporary passcode. This email will be sent from “no-reply@ihdanotify.org”. Please check spam and junk folders if the email does not appear in the inbox within 30 minutes. If you have already applied for CBRAP, or already have an account, you may not need to complete the pre-screen and should be able to apply in the application dashboard, to login into your dashboard click [here](#).

To finish creating your account, follow the link in the email and use the temporary password to log into your account. The system will prompt you to change your password.

Application Dashboard

Once you create an account and log in, you will be taken to your application dashboard. This is where you will begin a new application. Your application dashboard shows the status of any applications you have started or submitted. It will also be the place where you will upload any additional documents that we request during the review process.

Troubleshooting Getting Started

Never received registration email

If you never received a registration email, be sure to check your inbox as well as your junk mail/spam folder for an email from “no-reply@ihdanotify.org”. If you still do not see the email, you can:

1. Go to the [Application Sign-In](#) page
2. Click “Forgot Password” below the sign-in
3. Enter the email you used to start your application and click “Forgot Password”. You will receive notice that an email will be sent to you
4. Check your email for an email with the subject *Reset Your Password* from “no-reply@unqork.com” and click on the link provided to be prompted to create a new password.

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Forgot Password

To reset your password:

1. Go to the [Application Sign-In](#) page
5. Click “Forgot Password” below the sign-in
6. Enter the email associated with your application and click “Forgot Password”. You will receive notice that an email will be sent to you
7. Check your email for correspondence with the subject *Reset Your Password* from “no-reply@unqork.com” and click on the link provided to be prompted to create a new password

You can then use your email and this new password to log into the application system. Bookmark the login page for easy access to your application dashboard.

I’ve reset my password, but I still cannot sign-in

If you are still having trouble logging into your dashboard after resetting your password, you may need to clear your web browser’s cookies and cache. Below is a helpful link to walkthrough how to clear your cookies and cache based on the browser you are using:

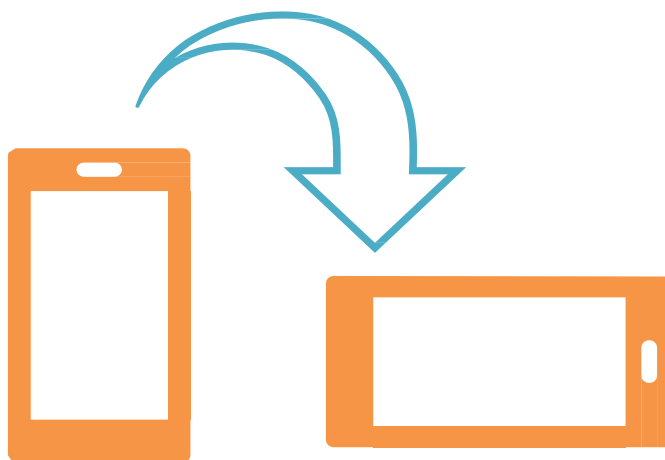
- [HOW TO CLEAR YOUR WEB BROWSER’S COOKIES AND CACHE](#)

If you are still experiencing technical difficulties with your account, send an email to CBRAP.info@ihda.org. Please include “Tech Issue” in the subject line, provide your application ID (if available), a description of the issue, and, if able, any screenshots you can take that will help to demonstrate the issue. The CBRAP Customer Relations team will respond within two business days.

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Completing an Application

Once you have created an account, you will then be able to start your application. When you sign into the system, you will be taken to your dashboard. From there, click “Start New Application” to begin. Remember to have your documents ready and available on whatever device you are using to apply. If you have all your documents ready, the application process should take 45 minutes or less to complete. If you are completing your application via smartphone, turn the phone horizontally to better see the entire application.



As the person completing the application, you are considered the “applicant” or “primary applicant”. Your name should appear on every document that you upload to your application except for any additional household member’s income documents.

The CBRAP application is divided into various sections. You will know that you are done with each section when you are able to click the “Save and Next” button on the bottom righthand corner of the screen. If you try to submit a portion of the application without the required information or documentation, a red box will appear at the top of your screen indicating what is missing. To skip to information about a specific section within this guide, click one of the links below:

- [Applicant Details](#)
- [Household Details](#)
- [Identity](#)
- [Income Attestation](#) OR [Income Verification](#)
- [Rent Assistance](#)
- [Housing Provider/Landlord Details](#)
- [Summary](#)

If you start an application, but cannot complete it, you can click the “Save and Exit” button at any time to save your progress. When you return to your dashboard, you will see any applications in progress under the “Not Submitted” section. Click the “Resume” button to continue your application where you left off. Any time before submitting an application, you can click the “Previous” button to return to a completed section.

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When a document is needed in your application, you will be prompted with an upload box. To upload, you can either click “Browse” within the box to search for your document, or you can drag and drop the document into the box.

An application will only be reviewed once it has been submitted. You will need to complete all sections of the application, review and sign the grant agreement, and click the final “Submit” button. Please wait until the screen indicates that your application has been submitted before leaving the screen, which can take several minutes.

When you sign into your dashboard, the application will be under “Submitted Applications” with an application number and show where it is in the review process.

Application Walkthrough

From your dashboard, click “Start New Application”. You will be prompted to choose your language preference, either English or Spanish. Click “Save and Next” to continue to the first section.

Applicant Details

In this section you will be asked for your basic personal and household information. Below is the list of information you will be asked to provide.

- First Name
- Last Name
- Email Address
 - This will be auto populated from your account setup and cannot be changed
- Date of Birth
- Phone Number
- How many people live in your household?
 - You will exclude yourself from this number. For example, if you live with a spouse and two children, you will enter “3”. If you live alone, you will enter “Only Myself”
- Address
 - Below the address field is a “SEARCH ADDRESS” option. You do not need to click this if you have entered a complete address
- Building Type
 - Single-Family, 2-4 units, multiunit (more than four units), Mobile (homes and/or lot), or Hotel/Motel
- Bedroom Count
 - Single-Room Occupancy (SRO)/ Studio/ 1-/ 2-/ 3-/4-bedrooms, or More than 4
- Ethnicity
 - Not Hispanic or Latino/Hispanic or Latino/Do not wish to report
- Race
 - Choices include American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White or Caucasian, or Do not wish to report.
- Gender
 - Options are Female, Male, Nonbinary, Nonconforming, or Do not wish to report.

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- Disability
 - Options are Yes, No, or Do not wish to report.
- Veteran
 - Choices are Yes, No, or Do not wish to report.
- Does your household currently receive assistance from any of the welfare benefit programs?
(See image 3 below for the list of programs)
 - No: Hit “Submit” to move after this step.
 - Yes: Please select the program type from the drop-down and upload your program issued award letter, which should include your name and address. See [Documents section](#) for a list of accepted programs.

Once applicant details are entered and submitted, you can go back and edit. To continue with the application, click “Save and Next”, to save and continue later, click “Save and Exit”.

1. *Applicant Details screen - click "Add Details" to get started.*

Get Started Details Household Identity Income Rental Assistance Landlord Summary

IHDA Application | Application Logout | Need Help?

Court Based Rental Assistance Program (CBRAP)

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Applicant Details

Please provide details about yourself as the primary applicant

Click 'Add Details'.

+ Add Details

Save and Exit Previous

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2. Add applicant details screen - complete each required field or question and click "Submit".

The screenshot shows a 'Primary Applicant' form overlay on a web application. The form is titled 'Primary Applicant' and includes a close button (X). Below the title is the instruction: 'Please provide all the details as accurately as possible.' The form contains the following fields and sections:

- First Name *** and **Last Name *** (text input fields)
- Email Address:** (text input field)
- Date of Birth *** (calendar icon and text input field)
- Phone Number *** (text input field)
- How many people live in your household (not including yourself)? *** (dropdown menu)
- Street Address *** and **Apt/Unit** (text input fields)
- City ***, **State ***, and **Zip Code *** (text input fields)
- County *** (dropdown menu)
- Search Address** (text input field)
- Building Type *** and **Bedroom Count *** (dropdown menus)
- Ethnicity *** (radio buttons: ☐ Not Hispanic or Latino, ☐ Hispanic or Latino, ☐ Do not wish to report)
- Race *** (checkboxes: ☐ American Indian or Alaska Native, ☐ Asian, ☐ Black or African American, ☐ Native Hawaiian or Other Pacific Islander, ☐ White or Caucasian, ☐ Do not wish to report)
- Gender *** (radio buttons: ☐ Female, ☐ Male, ☐ Nonbinary, ☐ Nonconforming, ☐ Do not wish to report)
- Disability** (radio buttons: ☐ Yes, ☐ No, ☐ Do not wish to report)
- Veteran** (radio buttons: ☐ Yes, ☐ No, ☐ Do not wish to report)
- Does your household currently receive assistance from any of the welfare benefit programs? *** (radio buttons: ☐ Yes, ☐ No)
- Buttons:** 'Cancel' and 'Submit' at the bottom.

3. If you answer YES to the question "Does your household currently receive assistance from any of the welfare benefit programs?", you will be prompted to upload an award letter from one of the programs below.

The screenshot shows a prompt: 'Please select document type and attach your program issued award letter, which MUST include your current address. *'. Below the prompt is a dropdown menu with the following options:

- SNAP (Supplemental Nutrition Assistance Program)
- TANF (Temporary Assistance for Needy Families)
- Medicaid
- Medicare Part D Low Income Subsidies
- Head Start
- Low-income Home Energy Assistance
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

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Household Details

In this section, you will be providing information on all adults in the household that are 18 years of age or older. If there are no other adults in the home, you can click “Save and Next” to continue to the next section.

- Click “+ADD HOUSEHOLD MEMBER” to add information for each adult in the household
- Household Member Details
 - First Name
 - Last Name
 - Date of Birth

4. Household Details screen - click "ADD HOUSEHOLD MEMBER" to add info for any members in the home, then click "Save and Next" to be taken to the next section.

The screenshot shows the 'Household Details' screen of the Court Based Rental Assistance Program (CBRAP). The header is blue with the text 'Court Based Rental Assistance Program (CBRAP)' and the 'ILLINOIS HOUSING DEVELOPMENT AUTHORITY' logo. Below the header is a blue bar labeled 'Household Details'. The main content area has a light blue background and contains a form titled 'Applicant Details'. The form has three input fields: 'Full Name', 'Email' (with the text 'testv@lh da.org' entered), and 'Phone Number'. Below the form is a blue button with a plus sign and the text '+ ADD HOUSEHOLD MEMBER'. At the bottom of the screen are three buttons: 'Save and Exit', 'Previous', and 'Save and Next'.

Court Based Rental Assistance Program (CBRAP)

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Household Details

Applicant Details

Full Name

Email testv@lh da.org

Phone Number

Please provide details about each member of your household.

+ ADD HOUSEHOLD MEMBER

Save and Exit Previous Save and Next

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5. Household Details screen - enter the following information for household member in the home.

Household Member Details

First Name *

Last Name *

Date of Birth *

MM/DD/YYYY

Close

Submit

Once all household members have been added, you can go back and edit. To continue with the application, click "Save and Next", to save and continue later, click "Save and Exit".

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Identity

In this section you will upload your proof of residency and a Government-issued photo ID (see [Documents section](#) for list of accepted documents). To start click the “Verify” button underneath your name.

For each upload, choose the document type from the drop-down menu. You can either click “Browse” to search for your document or you can drag and drop the document. You will know your uploads were successful when you see the file names appear under the drop-downs and the “Save” button becomes active. Click “Save” to move on.

6. Identity Verification screen - click "Verify" to get started.

Get Started Details Household **Identity** Income Rental Assistance Landlord Summary

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Court Based Rental Assistance Program (CBRAP)

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Identity

Identity Verification

Primary Applicant

Full Name
Tester1 LastName

Verify

Save and Exit Previous **Save and Next**

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7. Identity Documentation screen - to verify your identity you will upload your proof of residency and your photo ID.

×

Proof of Address for Residency on Application

Please select document type and attach one of the following. The document must include the applicant's name, rental address and be dated within 60 days of applying. Cut off or blurry documents will delay application review.

You must click the save button after documents upload

Document Type *

Proof of Address for Residency on Application *



Drag & drop your files here, or [browse](#) Maximum allowed file size (each file): 10MB

Proof of Identity

Please select document type and attach a clear copy of your government-issue photo ID. Cut off or blurry documents will delay application review.

Document Type *

Front of ID *



Drag & drop your files here, or [browse](#) Maximum allowed file size (each file):: 10MB

Save

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8. Identity Verification Documentation Types screen

The screenshot displays a web interface for identity verification. It features two main sections side-by-side. The left section, titled 'Proof of Address for Residency on Application', contains instructions to select a document type and attach a copy, with a list of options including Utility Bill, Rental Insurance Policy, Cable/Internet Bill, and Cell Phone Bill. The right section, titled 'Proof of Identity', contains instructions to select a document type and attach a clear copy of a government-issued photo ID, with a list of options including Government Issued Driver's License or REAL ID, Temporary Visitors Driver's License, Government Issued Photo ID Card, Matricula Consular or any Foreign Consulate ID, U.S. or Foreign Passport, U.S. Permanent Residency Resident Card, and Chicago CityKey ID Card. Both sections have a 'Document Type' dropdown menu.

Proof of Address for Residency on Application

Please select document type and attach one of the following. The document must include the applicant's name, rental address and be dated within 60 days of applying. Cut off or blurry documents will delay application review.

You must click the save button after documents upload

Document Type *

- Utility Bill (gas, electric, water, trash, etc.)
- Rental Insurance Policy
- Cable/Internet Bill
- Cell Phone Bill

Proof of Identity

Please select document type and attach a clear copy of your government-issue photo ID. Cut off or blurry documents will delay application review.

Document Type *

- Government Issued Driver's License or REAL ID
- Temporary Visitors Driver's License
- Government Issued Photo ID Card
- Matricula Consular or any Foreign Consulate ID
- U.S. or Foreign Passport
- U.S. Permanent Residency Resident Card
- Chicago CityKey ID Card

Once your identity shows as “verified”, you can continue to the next section. To continue with the application, click “Save and Next”, to save and continue later, click “Save and Exit”.

Income Attestation

If you answered NO to the question *Does your household currently receive assistance from any of the welfare benefit programs?* in the Applicant Details section, your next section will be Income Verification.

If you answered YES to the above question, your next section will be Income Verification, see below.

This section will ask that you attest to the receipt of one of the following programs: SNAP, TANF, Medicaid, Medicare Part D Low Income Subsidies, Head Start, LIHEAP, or WIC. Support for this would have been uploaded in the Applicant Detail section. Once you have signed and hit “Save and Next”, you will be taken to the Rental Assistance section. You will not need to complete the Income Verification section detailed below.

Income Verification

The income verification section will be automatically populated with the list of household members over the age of 18, including yourself. In this section, for each household member, you will need to fill out their income details, upload any income documentation, and add a signature. All the income information input into this section will be used to calculate your household’s total annual income.

If you do not see all adult household members listed in the income verification section, click “Previous” until you reach the Household section to add any additional members.

You only need the relevant documents from one of the following categories for each household member. You may need to upload more than one document type for each household member for categories two and three if you receive different types of income. For example, if you are receiving a paycheck and Social Security, you would upload your most recent paystub and your SSI benefits statement for the current year.

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You should have uploaded at least one document for each type of income that you receive. All documents uploaded from the household should be from the same calendar year:

- Category 1: Tax returns
 - Page 1 and 2 of your most recently filed tax return (Form 1040)
- Category 2: Tax support
 - Most recent W-2 tax forms
 - 1099 forms for the most recent tax year
- Category 3: Pay statements
 - Most recent paystub showing year-to-date income earned
 - Most recent benefit award letter, statement, or current payment detail benefits. For example, unemployment benefits, Social Security Income (SSI), disability (SSDI), or worker's compensation
 - Most recent profit and loss statement for self-employment or contract work
 - Complete and signed [IHDA Income Attestation](#) form. This can be used for household members with zero income

CBRAP Tenant Guide

9. Income Verification screen - you will complete the Add Document, Add Income, and Add Sign buttons for each adult in the household.

Get Started

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Court Based Rental Assistance Program (CBRAP)

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Income Verification

The Court-Based Rental Assistance Program requires that the tenant household income be below 80 percent of the area median income, as adjusted for household size. In order to determine if your household is within the income limit, we need to review the income for each adult (18+) living in the rental unit.

Please provide one or more of the following documents, all documentation must be from the same calendar year, cut off or blurry documentation will cause delays.

Most recent Filed Tax Return (Form 1040) – Pages 1 and 2
Most recent W-2 tax forms
1099 forms for most recent tax year
Last paystub showing year to date income earned for the most recent end of year
Most recent paystub
Most recent Benefit award letter, statement or payment detail (for example: SSI, PUA, or Unemployment Benefits)
Most recent profit & loss statement, include Adjusted Gross Income (self-employed or contract work)

If an adult in the rental unit does not receive any income, please complete an income attestation and upload that document under "Most recent paystub". When entering income for that adult below, please selected "Annual Income" and enter \$1. You will not be able to save and move forward without entering \$1.

To proceed to the next step, you must take the following actions:

- Add Document
- Add Income
- Add Signature

Full Name	Income	Documents	Income	Sign
Test Test1		Add Documents	Add Income	Add Sign
Test3 Test1		Add Documents	Add Income	Add Sign

Category	Type	Associated to
There are no documents to display.		

Save and Exit

Previous

Save and Next

To upload the documents, click "Add Documents" and choose the document type you are uploading. If you have multiple pages for a document type, you can upload them individually. You are also able to upload more than one document type per household member. For each income document uploaded, you will choose from the drop-down which household member the document belongs to. You can either click "Upload" to browse for a document or drag and drop the document into the upload box. You must click "Save" after each document upload.

CBRAP Tenant Guide

10. Income Document Upload screen - to upload more than one page or document type simply return to this screen as many times as needed.

Type	Add
Most recent Filed Tax Return (Form 1040) – Pages 1 and 2	Add
Most recent W-2 tax forms	Add
1099 forms for most recent tax year	Add
Last paystub showing year to date income earned for the most recent end of year	Add
Most recent paystub	Add
Most recent Benefit award letter, statement or payment detail (for example: SSI, PUA, or Unemployment Benefits)	Add
Most recent profit & loss statement, include Adjusted Gross Income (self-employed or contract work)	Add

To add income, click “Add Income” next to a household member. You may add income in either annual or monthly increments. If you enter in a monthly amount, it will be multiplied by 12 to calculate the annual income. The total income that you input should correspond to the documents you uploaded to your file. See below for guidance on how to find either your annual or monthly income on your paperwork.

- Category 1: Tax returns:
 - Select “Annual Income”
 - Input your total adjusted gross income as your total income
 - If you have a Form 1040, this will be Line 11
 - MARRIED FILING JOINTLY: If two household members file their taxes jointly, please only include the total adjusted gross income on the tax return once, under the name of one of the members (the other can be input as zero).
- Category 2: Tax documents:
 - Select “Annual Income”

CBRAP Tenant Guide

- Use the boxes from the following forms for your total income. If you have more than one form from multiple income sources, add all the boxes together for your total income:
 - W-2 and/or
 - 1099 forms
- Category 3: Pay statements:
 - If you are using your last paystub of the year, select “Annual Income”
 - Input the Gross Year-to-Date (YTD) total as your total income
 - If you are using pay stubs, benefits statements, and/or profit and loss statements you will need to calculate either your annual or monthly total from the gross amounts within those documents. The gross amount is your total income before taxes are deducted

11. Household Income screen - add income, input either the total monthly or annual income per household member. This amount should correspond with the documents you submit.

The screenshot shows a web form titled "Household Income" with a close button (X) in the top right corner. Below the title is a dropdown menu showing "Tester1 LastName" with a downward arrow. Underneath is a label "Select monthly income or annual income for most recent year to enter amount: *" followed by two radio button options: "Monthly Income" and "Annual Income". Below these is the instruction "Enter your most recent income from all sources:". This is followed by a "Total Income" label and a text input field with a dollar sign (\$) on the left. At the bottom of the form is a large grey button labeled "Save".

If you are having a hard time figuring out your annual or monthly income, enter the number you think best shows your income and CBRAP reviewers will update your income during your review if the number needs to be corrected.

Once this section is complete, you will see check marks on all the Documents, Income, and Sign buttons, a list of all income the documents upload, and you will be able to move on. To continue with the application, click “Save and Next”, to save and continue later, click “Save and Exit”.

CBRAP Tenant Guide

12. Completed Income Verification Section

• Add Signature

Full Name	Income	Documents	Income	Sign
Tester1 LastName	10000	☒ Document Added	☒ Income Added	☒ Signed
Household Member	12000	☒ Document Added	☒ Income Added	☒ Signed

Category	Type	Associated to		
Income	Most recent Filed Tax Return (Form 1040) – Pages 1 and 2	Tester1 LastName	View	Delete
Income	Most recent Filed Tax Return (Form 1040) – Pages 1 and 2	Household Member	View	Delete

Rent Assistance

In this section, you will be asked if future months of rental assistance is needed. You will need to upload your court documents that show you have an active eviction case and documents that indicate the amount of rent owed. You must also provide your eviction case number, which can be found in your summons or any notice received from the county court regarding your eviction case. Below is a summary of questions asked and information and documentation requested.

- Answer future months question: Does your household need two months of future rental assistance to achieve housing stability?
 - If you answer “Yes” to this question and, after paying your past due rent, funds are available, up to two months of future rent will be included in your total assistance.

CBRAP Tenant Guide

13. Rent Assistance screen - request future months, input past due months, and upload support documents in this section

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Court Based Rental Assistance Program (CBRAP)

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Rent Assistance

COURT CASE VERIFICATION

To be eligible for assistance, tenants must be in active court eviction litigation. All applications must include official court documentation, signed and sealed by the Circuit Court that includes the Plaintiff (Landlord/Owner), Defendant (Tenant) and Case Number that reflects you have a pending eviction due to nonpayment.

Court Case Number

PAST DUE VERIFICATION

Please select the months and amounts for which you are requesting rental assistance. Please add all months you are past due. Indicate the actual amount owed to your landlord. If that amount exceeds \$10,000, the grant will be capped at \$10,000.

You will be required to upload a document as evidence of your past due rent before continuing the application.

Please upload a copy of your lease if you have one available.

Does your household need 2 months of future rental assistance to achieve housing stability? (Please Select Yes or No) *

Yes No

Rent

Add Month and Amount

Upload Rent Document

File Type	File Name
No documents to display.	

Save and Exit

Previous

Save and Next

CBRAP Tenant Guide

- Add Month and Amount:
 - Add all the months that you are past due, the total rent for that month, along with anything you have paid
 - Your total rent owed that month will be calculated based on what you input
 - Note: “Contracted Monthly Rent” (what you owe) and “Monthly Rent Already Paid” are required fields for each month, if you did not pay anything toward your rent please enter “0” into the “Monthly Rent Already Paid” field
 - You may disregard the section “Current Assistance Award Programs” section and check boxes; these are not required to move the application forward

14. Past Due Rent screen - add information about each month you are past due. You do not need to complete the “Current Assistance Award Programs” section.

Add Rent and Amount

Add rent month and amount

Select Month *

Contracted Monthly Rent *

Monthly Rent Already Paid *

Amount Owed

Add

Cancel

CBRAP Tenant Guide

15. Sample Month screen - no rent paid

Add Rent and Amount

Add rent month and amount

Select Month *
March 2025

Contracted Monthly Rent *
\$ 1,000.00

Monthly Rent Already Paid *
\$ 0

Amount Owed
\$ 1,000.00

Save

Cancel

16. Sample Month screen - partial rent paid

Add Rent and Amount

Add rent month and amount

Select Month *
March 2025

Contracted Monthly Rent *
\$ 1,000.00

Monthly Rent Already Paid *
\$ 500.00

Amount Owed
\$ 500.00

Save

Cancel

- Upload Rent Document:
 - You must upload one court document and one rent document to be able to move on with your application. Click “Upload Rent Document” each time you need to upload a document. If you have a subsidy or voucher, you should also upload the document that shows what you are responsible for paying for rent.
 - Required Court Document: provide a court document, such as a summons or complaint, which has been signed by the judge or stamped by the court and includes your name and court case number
 - Required Rent Document: Document showing how much rent you owe. This document should include your name and address and one of the following:
 - Evidence of past due rent (such as a rental ledger - an example of a ledger can be found [here](#))
 - Most recent lease
 - If you have both documents, you may provide both
 - You do not need to provide either the voucher or recertification, even if you participate in a subsidy program.

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17. Rental Document screen - upload a court summons and evidence of past due rent or lease. You do not need to upload either the Copy of Voucher or Recertification documents, even if you participate in these programs

Please select and upload two of the following documents:

1. Eviction Court summons: provide official court documentation, signed, and sealed by the Circuit Court that includes the Plaintiff (Landlord / Owner), Defendant (Tenant) and Case number that reflects you have a pending eviction due to nonpayment.
2. Evidence of Past Due Rent
3. Most recent Lease, if available (all pages)

If you receive rental assistance such as section 8, please provide one of the following:

- Voucher with Tenant Portion of Rent
- Recertification of Income with New Rental Amount

Type	Description	
Court Document	Court Issued Eviction Summons (Required)*	<button>Add</button>
Rent Document	Rent Roll/Tenant Ledger	<button>Add</button>
Rent Document	Lease	<button>Add</button>
Rent Document	Copy of Voucher with Tenant Portion Rent	<button>Add</button>
Rent Document	Copy of Re-certification of Income with New Rental Amount	<button>Add</button>

Once all past due months are added to the application and supporting documents are uploaded, you will see a summary of both in the window. You can add or edit these fields and documents. If all information is accurate, and both a court document and required rent document have been uploaded, you will be able to continue with the application. To continue with the application, click “Save and Next”, to save and continue later, click “Save and Exit”.

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18. Rent Assistance screen - sample of completed information and uploads

Rent Assistance

COURT CASE VERIFICATION

To be eligible for assistance, tenants **must** be in active court eviction litigation. All applications must include official court documentation, signed and sealed by the Circuit Court that includes the Plaintiff (Landlord/Owner), Defendant (Tenant) and Case Number that reflects you have a pending eviction due to nonpayment.

Court Case Number

123EV456

PAST DUE VERIFICATION

Please select the months and amounts for which you are requesting rental assistance. Please add all months you are past due. Indicate the actual amount owed to your landlord. If that amount exceeds \$10,000, the grant will be capped at \$10,000.

You will be required to upload a document as evidence of your past due rent before continuing the application.

Please upload a copy of your lease if you have one available.

Does your household need 2 months of future rental assistance to achieve housing stability? (Please Select Yes or No) *

☒ Yes ☐ No

Rent

Add Month and Amount

Upload Rent Document

Date	Amount due for this period	Award Program	Rent Owed		
April 2025	\$1,000.00		\$1,000.00	Edit Rent	Delete
March 2025	\$1,000.00		\$500.00	Edit Rent	Delete

File Type	File Name	
Rent Document	Lease	Delete
Rent Document	Rent Roll/Tenant Ledger	Delete
Court Document	Court Issued Eviction Summons (Required)*	Delete

Save and Exit

Previous

Save and Next

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Housing Provider/ Landlord Details

In this section you will enter your housing provider/landlord's name and contact information. It is important that this information is accurate because this is the information we will use to reach out to your housing provider/landlord to request they complete their portion of the application. Once you submit your application, an email will be automatically sent inviting them to apply within 24 hours. The email will come from "no-reply@ihdanotify.org".

We will ask you for the following housing provider/landlord information:

- Housing Provider/Landlord or Property Management Company Name (if none, leave blank)
- Contact Name (required)
- Email (required)
- Phone Number (required)
- Landlord Address

Once this information is added, you can move on with the application. To continue with the application, click "Save and Next", to save and continue later, click "Save and Exit".

Summary

In this section, you will see a summary of all the information you have inputted into your application. Please review it for accuracy because this will be the last opportunity before submission to make changes to your application. You can scroll through each section and, if you see any mistakes or omissions, click the "Edit" button to take you back to that section and make any necessary changes.

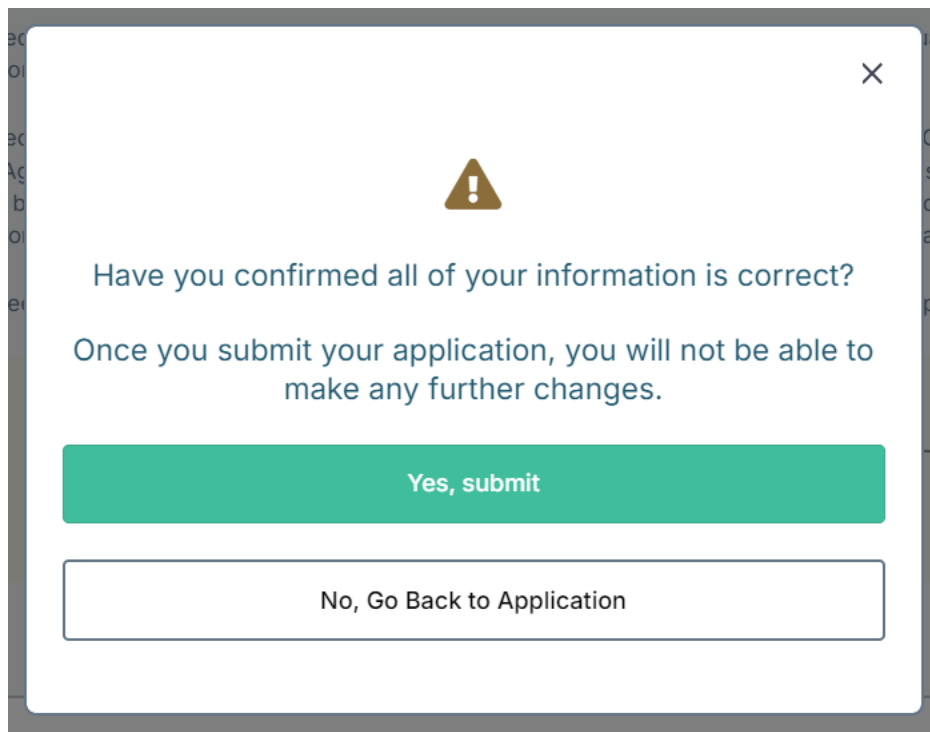
Once you have confirmed all information is accurate, you will be asked to review the Grant Agreement, make a few certifications, and sign your application. For reference, a copy of the Grant Agreement can be found [here](#). Below are the certifications that will be made via check box:

- By checking this box, and proceeding to apply for CBRAP grant funds, I certify that I have read and agree to IHDA's e-consent policy and IHDA's privacy policy. These policies are linked in the application, but can also be found here:
 - [E-Consent Policy](#)
 - [Privacy Policy](#)
- By checking this box, and proceeding to apply for CBRAP grant funds, I agree to provide, under penalty of perjury pursuant to 720 ILCS 5/3202, truthful, accurate, and complete information, and I understand that providing false information is a criminal offense.
- By checking this box, and proceeding to apply for CBRAP grant funds, I certify as follows:
 1. I have reviewed the entire Grant Agreement;
 2. I had an opportunity to review the Grant Agreement with an attorney; and
 3. I understand and agree to the terms and conditions of the Grant Agreement and have the authority to sign. In addition, by checking this box, I hereby waive any rights to object to the validity of my electronic signature, including an electronic signature generated by an electronic sound, symbol, or process attached to or logically associated with my application and the Grant Agreement.
- By selecting this checkbox, I agree that all the information I have submitted is correct to the best of my knowledge and I have authority to sign this application.

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You will sign your application by either drawing your signature in the yellow box or typing in your name just below this box. Once your signature is complete, click “Submit”. One final pop up will appear asking if you would like to submit or return to your application. To submit, click the green “Yes, Submit” button or to return to your application click “No, go back to application”.

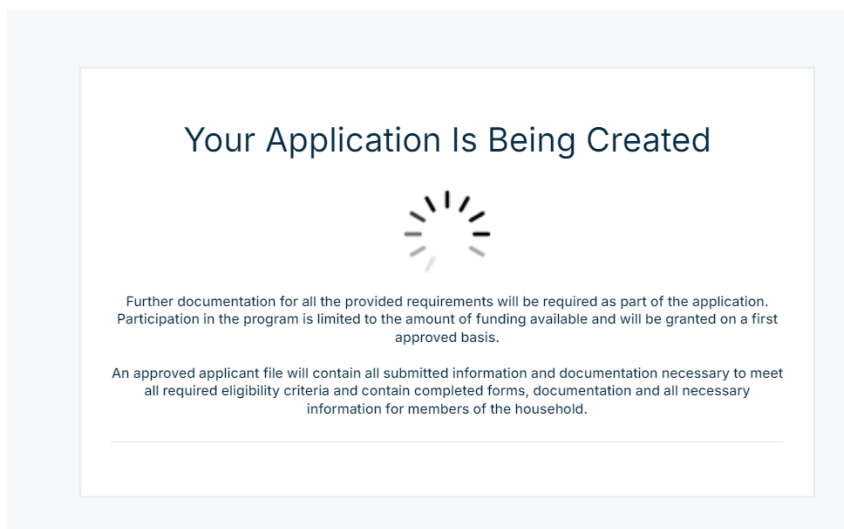
19, This will be your final opportunity to return to your application and make changes. If your application is complete, click "Yes, submit".



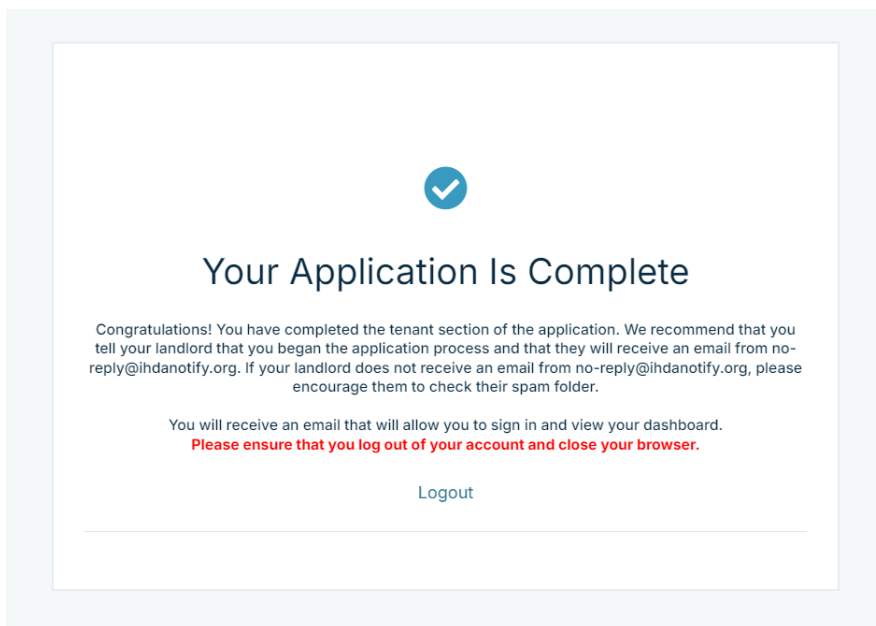
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Once you click “Yes, submit” you will not be able to make any further changes to your application. You will be taken to a screen notifying you that your application is being created. Please do not close out of this screen until you see the message “Your application is complete”. After your application is submitted, please see the next section, [After Application Submission](#), to view next steps.

20. Leave this screen open until you have received confirmation your application has been submitted! This may take several minutes.



21. Congratulations! Your application is complete, and you can close your screen.



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After Application Submission

Matching Tenant and Landlord Applications

Once you complete your application, an automatic email with a link to apply will be sent to your housing provider/landlord based on the contact information provided. If your housing provider/landlord completes their application first, this email will be sent to you. This email link is another way either the tenant or the housing provider/landlord can start their application.

Once both the tenant and housing provider/landlord complete their applications, they should be automatically matched by the CBRAP application system based on the rental property address.

If the system is unable to find a match for your application, it will show “Submitted Waiting for Match” as your application status. “Submitted Waiting for Match” applications are periodically screened by the review team to identify and match applications that were not automatically matched.

If both you and your housing provider/landlord have submitted applications and they both remain in “Submitted Waiting for Match” status for longer than 48 hours, please contact our call center at 866-454-3571 to request a manual match. Please have the following information available: application ID, name, email address, and the rental property address.

Tenant applications in “Submitted Waiting for Match” that do not have a matching housing provider/landlord application will remain in the status for at least 14 days while the review team completes outreach to the housing provider/landlord asking them to complete their application. Tenants that have applied without a participating housing provider/landlord may be considered for tenant direct funding (see [Tenant Direct](#) section below) after the 14-day outreach period.

Review Process Overview

The review process for matched applications consists of the following:

- Verifying the completeness of all information and documents provided
- Verifying the eligibility of the application based on the provided information and documentation
- Reaching out to the applicants to request any information or documents that may be missing or incomplete, also known as a “cure request”
- Verifying that the household has not previously received assistance during the last 18 months
- Verifying and adjusting the grant amount to match the information in the file
- Making a final determination to approve or deny based on the results of the review

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Checking Your Status

You may log onto your portal at any time to see the most up to date status of your file. After submission, you may see your file in one of the below statuses:

Status	Status Definition
Pre-Approved - Approved	Your application has been pre-approved. You will receive notice of final approval and payment via email.
Denied	Your application did not meet eligibility criteria and has been denied.
Duplicate Application	Your application has been determined to be a duplicate application and will not be reviewed.
Ready for Review	Your application is in line to be reviewed.
Needs More Info	We need additional information from you to complete our review of your application. Please check your email for a notice that explains what is needed.
Ready for Supervisor Review	Application is going through grant adjustment.
In Review	Your application is being reviewed.
Review-1	
Review-2	
New Update by Applicant	An applicant has submitted the documentation requested via cure process.
In QC	Your application is undergoing a secondary review.
Submitted (Waiting for Match)	Your application has been submitted but cannot be reviewed yet because the landlord you identified in your application has not completed their portion yet.

Our call center will have limited information about your application beyond the statuses you see above.

Customer Relations staff may be able to assist you over the phone with additional questions relating to applications in *Needs More Info*, *Submitted (Waiting for Match)*, or *Ready for Review* status if the application has been in this status for more than 30 days, or you have an imminent court date.

If your application has been denied and you need more information, please email CBRAP.info@ihda.org. There is no appeal process for denied applications.

If your application has been approved, and you have questions about payment, please see the [Payment of Approved Files](#) section below.

Submitting Additional Documents

During the review process, if additional documents are needed, you will receive an email from “no-reply@unqork.com”. The email will tell you what is needed and will give you a due date for you to provide the additional information. This is also known as a “cure request”. The email will be sent to the email address you used to complete your application. Cure requests are sent to both the tenant and the housing provider/landlord, so both parties are aware of what is needed in the application. It is possible that you

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will receive a notice that more documents are needed, but the request is directed to your housing provider/landlord only. Cure requests vary by file, so it is important that you read the request for additional documents or information carefully and upload any documents by the due date.

If you have questions regarding your cure request, you can contact Customer Relations via email at CBRAP.info@ihda.org or via phone at 866-454-3571.

To send the review team the requested documents, you will need to upload them to your file online. After logging into your dashboard, you will see your file in the status of “Needs More Info”. To upload your document(s) you will click the “Add Documents” button. Use the drop-down menu to select the type of document you are uploading. If you are unsure what type of document you are uploading, use the “Tenant ID” category. You will then be given the option to drag and drop your document or search for it via “browse”. If more than one document is requested, choose another document type from the drop-down menu and upload that document. Once all documents are uploaded, click “Save All Documents”.

Your status will not change immediately, but the reviewers will be notified that you uploaded new documents. Your documents may not be reviewed until the end of the cure period.

If you do not upload your documents by the end of the cure period, your application will be denied for being incomplete.

22. Cure Request screen - upload requested documents via your application dashboard

My Applications

Preferred Language *

English

+ Start New Application

To avoid delays in your application review, ensure all required documents are uploaded. Make sure documents are legible (not cut off or blurry), and show full names, addresses, and dates. A list of acceptable documents can be found [here](#)

If your status says **"Needs More Info"**, please check for an email from "no-reply@unqork.com" for details about what documents are needed to continue our review. Please always check your spam folder for missing emails. Once you upload your documents, it may take up to 10 days to process the new information. Your status will not change immediately.

If you are a tenant and your status is **"Submitted, Waiting for Match"**, you may be eligible to receive CBRAP assistance directly if your landlord has not completed their portion within 14 days. You will receive an email from "no-reply@unqork.com" for instructions on next steps if we do not receive a matching landlord application.

If your status is **"Pre-Approved/Approved"** your application has entered final review. You will receive an email once the pre-approval is confirmed that will include details about your approved assistance. Once you receive this notice of approval, most payments are received within 7-10 business days. Payments are made in the form of a check and sent via USPS. Please contact SRUpayments.info@ihda.org if the payment is not received after 30 days.

All My Applications

Application Number	Status	Application Type	Date Submitted	Name	Address	Assistance Requested	Add Document		
902635	Ready for Review	Original Application	09/12/2024	test test t TA	204 W READER ST ELBURN IL 60119- 8209	Rent	Details	Download PDF	Add Documents

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23. Cure Request - if you have multiple documents or pages to upload you can do them all at once via Addition Document Upload

Additional Document Upload

Document Type *

Select File to Upload *

File Name	Type	
THIS IS A TEST.pdf	Tenant ID	Delete
THIS IS A TEST.pdf	Proof of Address	Delete

Close

Save All Documents

Cancel or Withdraw Application

If you wish to cancel or withdraw your application, please contact CBRAP Customer Relations via email at CBRAP.info@ihda.org or phone at 866-454-3571. For email, please use the email account associated with your application and include the following information:

- Application ID number
- Applicant name
- Applicant phone number
- Applicant email address
- Applicant address
- Withdrawal request and reason

You will be asked to confirm your cancellation request via a cure request from the review team.

If your application has not been reviewed or matched, you will receive an email confirming your cancelation from the Customer Relations team.

Cook County Right to Cure

If your housing provider/landlord is not participating in CBRAP and you live in Cook County, you may be eligible to receive funding so that you can exercise your Right to Cure (aka Pay and Stay) under local law. In both the City of Chicago and Cook County, a Right to Cure/Pay and Stay is a one-time right for tenants (excluding Mount Prospect residents) to stay in their unit as long as they can pay any unpaid rent owed and the court costs incurred by their housing provider/landlord. This payment must be made before a judge enters an eviction order against you.

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To use CBRAP assistance for a Right to Cure payment, tenants must work with a legal aid agency. If the legal aid organization takes your Right to Cure case and you are approved for CBRAP, IHDA will send a check, payable to the housing provider/landlord, to the legal aid organization you are working with. The legal aid organization will then work with you to exercise the Right to Cure in court. This assistance includes past due rent and \$700 in court costs, it does not include future rent.

To determine if you qualify for Right to Cure, please contact your current legal aid attorney. If you are not working with a legal aid attorney, contact the Cook County Legal Aid for Housing and Debt Hotline at 885-956-5763 to see if a legal aid attorney is able to help you. Please have your eviction court case number ready to give when you call.

Tenant Direct

If your housing provider/landlord is not participating in CBRAP or you plan to move out of your unit and are otherwise eligible for CBRAP, you may be eligible for funds paid directly to you to help secure a new unit. This assistance will be equal to up to two months rent based on the HUD Fair Market Rent for a similar unit in your county.

A tenant direct application will be eligible for review at least 14 days after submission. This period allows time for your housing provider or landlord to decide whether they want to complete an application and for those applications to be matched accordingly. After the 14-day period has elapsed, a reviewer will contact you to commence the tenant direct process.

Payment for Approved Files

After approval of your application, both parties will receive an email with details regarding the approved assistance amount.

All CBRAP payments are made in the form of a check.

For files where both the housing provider/landlord and the tenant applied, the check is made in the housing provider/landlord's name and sent via the U.S. Postal Service (USPS). Most checks arrive within 10 days of approval. If payment has not been received within 21 days, please reach out to SRUpayments.info@ihda.org. You must use the email address associated with your application.

For tenant direct files, the check is made in the tenant's name and sent via USPS. Most checks arrive within 10 days of approval. If payment has not been received within 21 days, please reach out to SRUpayments.info@ihda.org. If you are moving before you may get the check, be sure to provide IHDA with an address where the check can be sent, and a reviewer will reach out prior to approval to confirm your mailing address. If you need to update your address after approval, you can update your address by emailing SRUpayments.info@ihda.org.

For Right to Cure files, the check is made in the housing provider/landlord's name and sent to the legal aid organization via FedEx. IHDA will work with the legal aid attorneys on any check issues that may arise.

Dismissal of Eviction

Upon approval, housing providers/landlords shall not initiate or continue eviction proceedings for the Grant coverage period at the rental unit. If there is a pending eviction, they must file to dismiss it with

CBRAP Tenant Guide

prejudice. They cannot re-file or pursue the eviction further. The lease cannot be terminated, nor can any eviction actions or notices be pursued for non-payment of rent, fees, or damages for at least 60 days following CBRAP Grant approval. An agreed order of dismissal with a move-out date may be entered, provided it aligns with the Grant Agreement terms. If the tenant does not comply, legal action may be taken only to regain possession of the rental unit.

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If your landlord has not dismissed your eviction after 45 days of approval, or they are attempting to evict you for rent that was covered by your assistance, please reach out via email at CBRAP.info@ihda.org or via phone at 866-454-3571.

Return of Excess Funds

If, for any reason, the CBRAP Grant Award is more than the amount needed to satisfy the rental arrearages and/or two months prospective rent, the excess funds should be returned to IHDA. Please see the [Tenant Grant Agreement](#) for more information.

A check for the overage must be made payable to the Illinois Housing Development Authority and mailed to IHDA care of JPMorgan Chase at one of the two addresses below. Please include the application ID, rental unit address, and tenant name on the check memo.

Regular Mail address:

Illinois Housing Development Authority
c/o JPMorgan Chase
P.O. Box 735034
Chicago, IL 60673-5034

Overnight/Courier address:

Illinois Housing Development Authority
c/o JPMorgan Chase
P. O. Box 735034
131 S Dearborn, 6th Floor
Chicago, IL 60603