



How to Apply: Court-Based Rental Assistance Program (CBRAP) for Landlords

Strategic Response Unit

Illinois Housing Development Authority



Contents

- Introduction to CBRAP
- CBRAP Payments, Benefits, and Timeline
- Application Process Overview
- Other Important Information
- Call Center & Resources



Payments and Benefits



Up to \$10K per household from IHDA



Payment of past due and future rent + court costs



Tenants avoid eviction/Eviction is dismissed in court

- CBRAP involves a joint application between tenant and landlord.
- Past due rent can date back to March 13, 2020.
- Payments will be made directly to the landlord via check.
- Up to \$700 in court costs may be awarded with supporting documentation.
- Housing Provider must bring the tenant current; all past due rent, late fees, or other monetary damages, even if not covered by the award, must be waived.
- **Tenant Direct Assistance:** Tenants in court eviction may be eligible for two future months' rent if their landlord opts not to participate.



Landlord Application Walkthrough

CBRAP Framework

- CBRAP serves Illinois residents in all 102 counties.
- There are 24 Circuit Courts + Cook County in Illinois.
- Tenants must be in active court eviction proceedings to qualify.

Illinois Circuit Court Map





CBRAP Intervention in the Eviction Court Process

1. Notice to Terminate Tenancy

Advanced notice is required before starting an eviction case in court.

If the tenant pays within the notice period, the landlord must accept the payment.

2. Service of Complaint and Summons

Landlords can file an eviction case in court after the notice period ends (five to 30 days).

Information about CBRAP will be provided with the court summons for tenants, encouraging them to apply for assistance.

3. First Court Date

This is the first opportunity for the court to hear from the landlord and tenant and determine a resolution.

Tenants may request a continuance to apply for CBRAP.

4. Connection with IHDA CBRAP

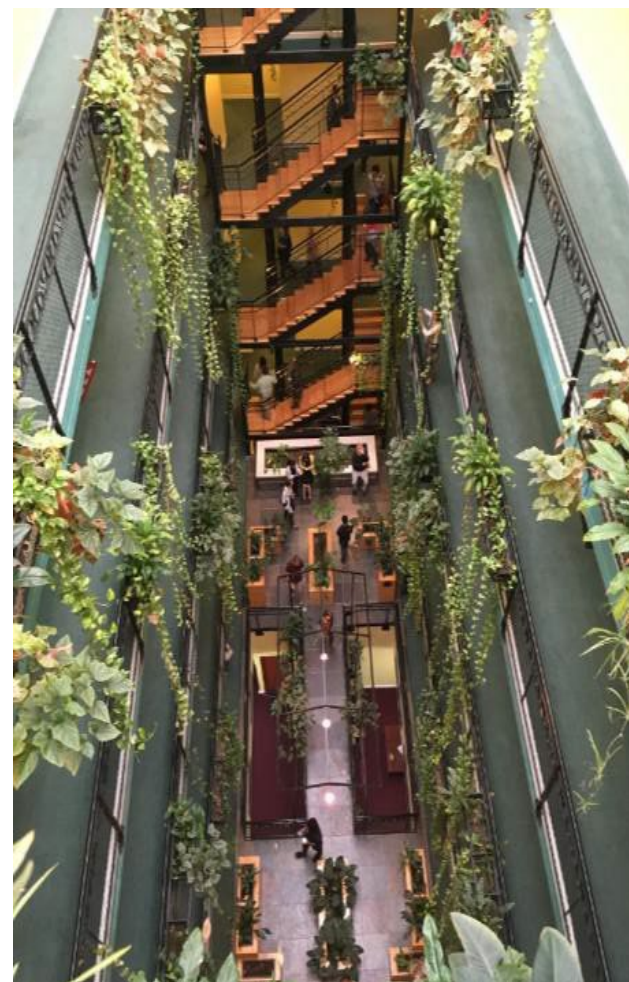
The eviction litigant is connected to the program via legal assistance, a court navigator, or information provided by the court in the summons documents.

CBRAP assistance is paid, the landlord dismisses the eviction with prejudice, and the tenant remains stably housed.



Who Is Eligible?

- Applicant must be in active court eviction proceedings due to non-payment.
- Tenant is still living in the rental unit (subject to eviction) located in Illinois.
- Household must earn at or below 80% of the Area Median Income.
 - Example: In Cook County, limit is \$67,150 for one person or \$95,900 for a family of four.
- A tenant household is not eligible for assistance if they have already been approved for CBRAP assistance, including tenant direct assistance, within the past 18 months.
- Proof of citizenship is not required.





Landlord Application Walkthrough

CBRAP Landlord Application Process



Required Documents

For Tenants

- Government-issued photo ID
- Proof of address (dated within 60 days)
- Proof of household income
- Evidence of past-due rent
- Eviction court complaint or summons: court-case number and tenant name must be listed on the eviction document
- Current signed lease (if available)
- Proof of public assistance (if applicable)
- Valid email addresses for tenant and landlord

For Landlords

- Proof of ownership
- Proof of unpaid rent (ledger is required)
- 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 applicable)
- Eviction court complaint or summons; court-case number must be listed on the eviction document
- Valid email addresses for tenant and landlord.



How to Apply

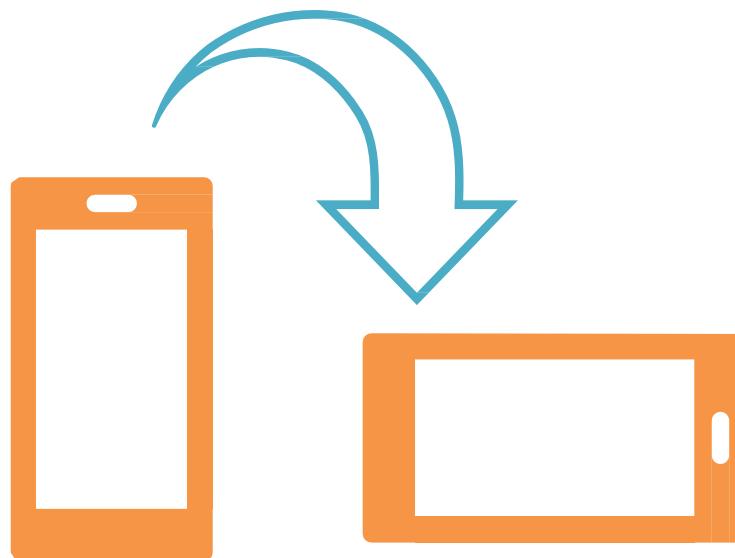
1. Go to:
www.illinoishousinghelp.org/cbrap
 2. Complete the pre-eligibility questions.
 3. Create an account using your email.
 4. Check your email to activate account.
 5. Log in and click **“Start New Application.”**
 6. Do not close your screen until you see “Application Submitted.”
- Either tenant or landlord can apply first.
 - File status will be “Submitted, Waiting for Match” until both parties submit their applications.
 - Files are “matched” by rental unit address.
 - IHDA can manually match applications if needed.
 - Log in to check your application status.
 - Do not submit more than one application.



Best Practices

Before you begin, keep these tips in mind:

- If applying on a phone, turn it sideways for the best view.
- Have your documents ready.
- Accepted file types: PDF, JPEG/JPG, and PNG





Landlord Application Walkthrough

Application Process: Landlord Application Walkthrough

[IHDA Application](#) | [Landlord Dashboard](#) | [Logout](#)

Court Based Rental Assistance Program (CBRAP)
TestLL Sample's Applications

My Applications

ILLINOIS HOUSING
DEVELOPMENT AUTHORITY

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 document can be found [here](#).

If your status says **"Needs More Info"**, once you upload your documents, please give IHDA time to process the new information. Your status will not change immediately.

- Once your account has been created, log in and select "Start New Application" to begin the process.
- After completing each section, click "Save and Next" to continue.
- If you start but cannot complete, click "Save and Exit" to save your progress.



Landlord Application Walkthrough

The screenshot shows the IHDA application interface. At the top, there's a progress bar with four steps: Info, Payment Information, Identity Validation, and Properties. Below this, the 'IHDA Application | Application' header is visible. The main section is titled 'Court Based Rental Assistance Program (CBRAP)'. Underneath, there's a 'Preferred Language/Idioma Preferido' dropdown menu set to 'English'. The 'Applicant Details' section is highlighted with a blue header. It contains the text 'Please provide details about yourself:' and 'Click 'Add Details' to provide your details as they should appear on your application.' A blue 'Add Details' button is shown with a hand icon pointing to it. Below this is a 'Save and Exit' button.

Landlord or Property Owner Details

Please complete all items marked required with an asterisk (*)

First Name * Last Name *

Select relationship to Property Owner(s) or Landlord(s) * Company Name @

Email Address: testingsepa+isample@gmail.com Phone Number *

Date of Birth * Select Federal Tax Classification *

Please select *

☐ Social Security Number (SSN)

☐ Individual Taxpayer Identification Number (ITIN)

☐ Employer Identification Number (EIN)

Ethnicity * Race *

☐ Not Hispanic or Latino ☐ American Indian or Alaska Native

☐ Hispanic or Latino ☐ Asian

☐ Do not wish to report ☐ Black or African American

Gender * ☐ Native Hawaiian or Other Pacific Islander

☐ Female ☐ White or Caucasian

☐ Male ☐ Do not wish to report

☐ Nonbinary

☐ Nonconforming

☐ Do not wish to report

Mailing Address

Street Address *

Street Address 2

City *

State * Zip *

Country *

Cancel Submit

Applicant Details Section:

- Choose your preferred language: English or Spanish.
- Input all required information in this section and click “SUBMIT.”
- **Please note:** All fields marked with a red asterisk (*) are required and must be completed to proceed.



Landlord Application Walkthrough

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Payment Information

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IHDA Application | Application

Logout | ? Need Help?

Court Based Rental Assistance Program (CBRAP)

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Landlord or Property Owner Payment Details

Approved grant applications will receive funds via check to the landlord or landlord's agent at the address entered below. Please complete all items marked required with an asterisk (*)

Check Recipient Name/Entity *

Payment Address

Street Address *

Street Address 2

City *

State * Zip *

Country *

Save and Exit

Previous

Save and Next

Payment Information:

- Input information on who the assistance check payment should be made out to and where it should be sent.
- Keep in mind:
 - Payments are made in the form of a check.
 - Payments are sent through the U.S. Postal Service.



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Court Based Rental Assistance Program (CBRAP)ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Proof of Identity

Identity Validation

Get verified online

The Landlord will need to verify their identity by upl proper identification.

Applicant Details

Full Name

Sample Landlord

Emaile@gmail.com

Phone Number(555) 555-5555

VERIFY DETAILS

Please select document type and attach a clear copy of your government-issue ID, cut off of blurry documentation will cause delays.

You must click the save button after each document upload

Document Type *

Government Issued Driver's License or REAL ID

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

Articles of Incorporation

Certificate of Good standing

Save

Save and ExitPreviousSave and Next

Identity Verification Section:

- Upload either a photo ID or the entity owner certification.
- Click “verify” and choose the document type from the dropdown.



Landlord Application Walkthrough

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Properties

Please provide details about your rental property:

Bulk Upload

If you have multiple properties and/or multiple units, we recommend using our downloadable spreadsheet for bulk uploads

Download Template

Drop files to attach, or [browse](#)

Note: Maximum allowed properties/units for Bulk upload at a time is 50

Manual Entry

If you have do not own multiple properties and/or multiple units, we recommend clicking manual entry to add your property details

Add Property Manually

Landlord's Properties

Business Name	Street Address	Other Rental Assistance	Amount Owed	Valid
Not found				

Save and Exit

Previous

Properties Section:

- Download bulk upload tool to apply for up to 50 properties at once.
- Use manual entry if only applying for one property.
- Both forms require the same information; see next screen.



Landlord Application Walkthrough

Rental Property Information

Fill in the fields below and then click "Add/Save" to submit your property.

Property Address

Street Address *	City *
Apartment Number	State *
County *	Zip Code *
Building Type *	Bedroom Count *

Property Validation

Property Owner Business Name *

Tenant Application Information

Primary Tenant Contact Name	Primary Tenant Contact Email *

Eviction Case Information

Court Case Number *	Court Cost Amount *
	\$

Assistance Amount

How Many Months is Your Tenant Past Due? *	How much rent should you have received for past due months (including partial rent paid by tenant and any assistance received during that period)? *
	\$

How much did the tenant partially pay for the months past due? (Please enter 0 if the tenant did not make any partial payments). *	Calculated Grant Amount Requested (Rent you should have received, minus assistance received minus partially paid rent). *
\$	\$

Add

Eviction Case Information

Court Case Number *	Court Cost Amount *
	\$

Assistance Amount

How Many Months is Your Tenant Past Due? *	How much rent should you have received for past due months (including partial rent paid by tenant and any assistance received during that period)? *
	\$

How much did the tenant partially pay for the months past due? (Please enter 0 if the tenant did not make any partial payments). *	Calculated Grant Amount Requested (Rent you should have received, minus assistance received minus partially paid rent). *
\$	\$

Add

Properties Section:

Input Rental Property Information:

- Rental Property Address
- Owner Name (*can be a business*)
- Tenant Name and Email
- Assistance Amount Requested
- Total Rent Due (*for the past-due period*)
- Amount Already Received (*from tenant and/or assistance program*)
- Eviction Case Number
- Court Costs / Filing Fees Associated with Eviction
- Validate Address (*see next slide*)



Landlord Application Walkthrough

The screenshot shows a portion of the application form. At the top, there are radio buttons for 'Yes' and 'No', with 'No' selected. Below this, a question asks 'How Many Months Past Due?' with a text input field containing the number '2'. To the right of this, there is a question about whether the tenant has received assistance during the past due months. Below the 'How Many Months Past Due?' question, there is a question about how much the tenant partially paid for the months past due, with a text input field containing '\$ 250'. To the right of this, there is a question about the calculated grant amount requested, with a text input field containing '\$ 1,750'. At the bottom of the form, there is a red button labeled 'Validate Address'. A white modal box is centered on the screen, displaying the message 'This is a valid address.' with an 'OK' button.

The screenshot shows the same portion of the application form as the previous one, but with an error. The 'Validate Address' button is highlighted in red. A white modal box is centered on the screen, displaying the message: 'We were not able to validate the address you entered, Please confirm that you have entered it correctly. Would you like to proceed anyway? Note that invalid addresses and units may take longer to process.' with an 'OK' button. Below the modal box, the text 'Total Arrears Calculated must be greater than zero' is displayed in red. At the bottom of the form, there is a red button labeled 'Validate Address'. A warning icon and the same error message are visible at the bottom of the form.

Properties Section:

- Before you can submit property info, click the “Validate Address” button.
- The system will check the rental property address against the U.S. Postal Service database.
- If you receive an invalid error, check how the address is inputted. If it is correct, you can still move on with the application.
- Addresses will also be verified again during the review process.



Landlord Application Walkthrough

This is an example of a complete properties section. All property or properties' information will be summarized.

✓

✓

✓

○

○

○

InfoPayment InformationIdentity ValidationPropertiesProperty DocumentsSummary

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Properties

Please provide details about your rental property:

Bulk Upload

If you have multiple properties and/or multiple units, we recommend using our downloadable spreadsheet for bulk uploads

Download Template

Drop files to attach, or [browse](#)

Manual Entry

If you have do not own multiple properties and/or multiple units, we recommend clicking manual entry to add your property details

Add Property Manually

Note: Maximum allowed properties/units for Bulk upload at a time is 50

Landlord's Properties

Business Name	Street Address	Other Rental Assistance	Amount Owed	Valid			
None	CHICAGO, IL 60608	0	\$1,750.00	✓	Edit	Copy	Delete



Landlord Application Walkthrough

Property Documents

Proof of Ownership

You are required to provide documentation demonstrating ownership of each property you are applying for.

Evidence of Past Due Rent

You are required to provide a rent roll/tenant ledger as proof of unpaid rent. If you do not have one ready, [click here](#) to find a template that you can fill out and upload to your application.

Court Case Verification

To qualify for the CBRAP Program, you MUST first upload an official Circuit Court Eviction Document.

Please 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.

To avoid delays in your application review, ensure at least one example of each of the following three required documents are uploaded. Make sure documents are legible (not cut off or blurry), and show full names, addresses and dates.

Make sure required documents are all legible (not cut-off or blurry) and showing full names, addresses, and dates.

Property Documents Section:

For each property entered in the properties section, the following documentation is needed:

- Proof of ownership
- Eviction court documentation
- Rental ledger
- Court fee receipts, if requesting reimbursement

Landlord's Property

Business Name	Address	Documents Uploaded	Manage Documents
Landlord RunningChi	CHICAGO, IL 60608		NO DOCUMENTS Upload



Landlord Application Walkthrough



Type	Description	
Proof of Ownership	Most recent Property Tax Bill	Add
Proof of Ownership	Most recent Monthly Mortgage Statement (dated within 90 days)	Add
Proof of Ownership	Deed	Add
Proof of Ownership	Print out from County Website	Add
Proof of Ownership	Property Management Agreement (if applicable)	Add
Evidence of Past Due Rent	Court Issued Eviction Summons (Required)*	Add
Evidence of Past Due Rent	Rent Ledger (Required)*	Add

Property Documents Section:

- List of document types
- Please note: You must upload three *documents*.
 - Eviction documents
 - Ownership
 - Rent ledger
- Note, if uploading court fee receipts, also use the “Rent Ledger” category.



Landlord Application Walkthrough

Example of complete Property Documents Section

Property Documents

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Make sure required documents are all legible (not cut-off or blurry) and showing full names, addresses, and dates.

Landlord's Property

Business Name	Address	Documents Uploaded	Manage Documents
Landlord RunningChl	 CHICAGO, IL 60608	3	<button>MANAGE DOCUMENTS</button> <button>Upload</button>

Uploaded Documents

Street	Unit	Document Type	Document Description	Document Name	
 W 18th Place	2	Evidence of Past Due Rent	Rent Ledger (Required)*	TEST Doc.pdf	<button>Delete</button>
 W 18th Place	2	Evidence of Past Due Rent	Court Issued Eviction Summons (Required)*	TEST Doc.pdf	<button>Delete</button>
 W 18th Place	2	Proof of Ownership	Most recent Property Tax Bill	TEST Doc.pdf	<button>Delete</button>

Save and Exit

Previous

Save and Next



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Court Based Rental Assistance Program (CBRAP)

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Application Summary

Please ensure all information is correct before submitting the application.

HSS Provider: None

Applicant Details

Full Name	Phone	Email	DOB	Race	Ethnicity	Gender	SSN/ITIN/EIN	Asian Sub Race
Sample Landlord	5555555555	@gmail.com	1980-01-01	Do not wish to report	Do not wish to report	Do not wish to report	***-**-6789	

ID Verification

Full Name	Proof Of Id	ID verification	Date
Sample Landlord	Government Issued Driver's License or REAL ID	Verified	2024-09-20 12:22:23

Property Details

Street	City	State	Zip	Unit	Other Assistance
Green S	CHICAGO	IL		2	No

Summary Section:

- This is the last section of the application!
- Review the information input into the application.
- Review the documents uploaded to the application.
- Review the Grant Agreement: [LINK TO SAMPLE](#)
- Complete certifications.
- Sign your application.
- Submit your application.



Landlord Application Walkthrough

- ☐ By checking this box, and proceeding to apply for CBRAP grantfunds, 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 grantfunds, I certify as follows: (i) I have reviewed the entire Grant Agreement; and (ii) I had an opportunity to review the Grant Agreement with an attorney; and (iii) 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. *
- ☐ I have read and acknowledge and agree to the terms and notices set out in the Landlord/Owner Certification Not to Evict and Acknowledgement. I hereby certify, acknowledge, and affirm as follows: 1) The information presented in this Landlord/Owner Certification and Acknowledgement is true and accurate to the best of my knowledge and belief. 2) I authorize and agree with participating agencies to verify and investigate such information. 3) No funds will disbursed until the Tenant has been determined to be eligible and complete documentation, including all required certifications and acknowledgements, has been submitted. A determination of eligibility and submission of documentation is not a guarantee that assistance will be provided; 4) Any payments received under the Program will be used to satisfy the Tenant's rental obligations to the owner, as verified in this application; 5) All representations, warranties, or statements made or furnished in connection with this application are true and correct in all material respects. 6) It is a criminal violation to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring assistance from a state agency or subdivision; 7) Any assistance provided under the Program that is determined by any state agency or federal agency to have been misused or obtained through fraud or misrepresentation or by providing incomplete, false or misleading information shall be repaid upon request. *
- ☐ By selecting this checkbox, I agree that all the information I have submitted is correct and I have authority to sign this application. *

Sign above

or Type your Signature below

Submit Application

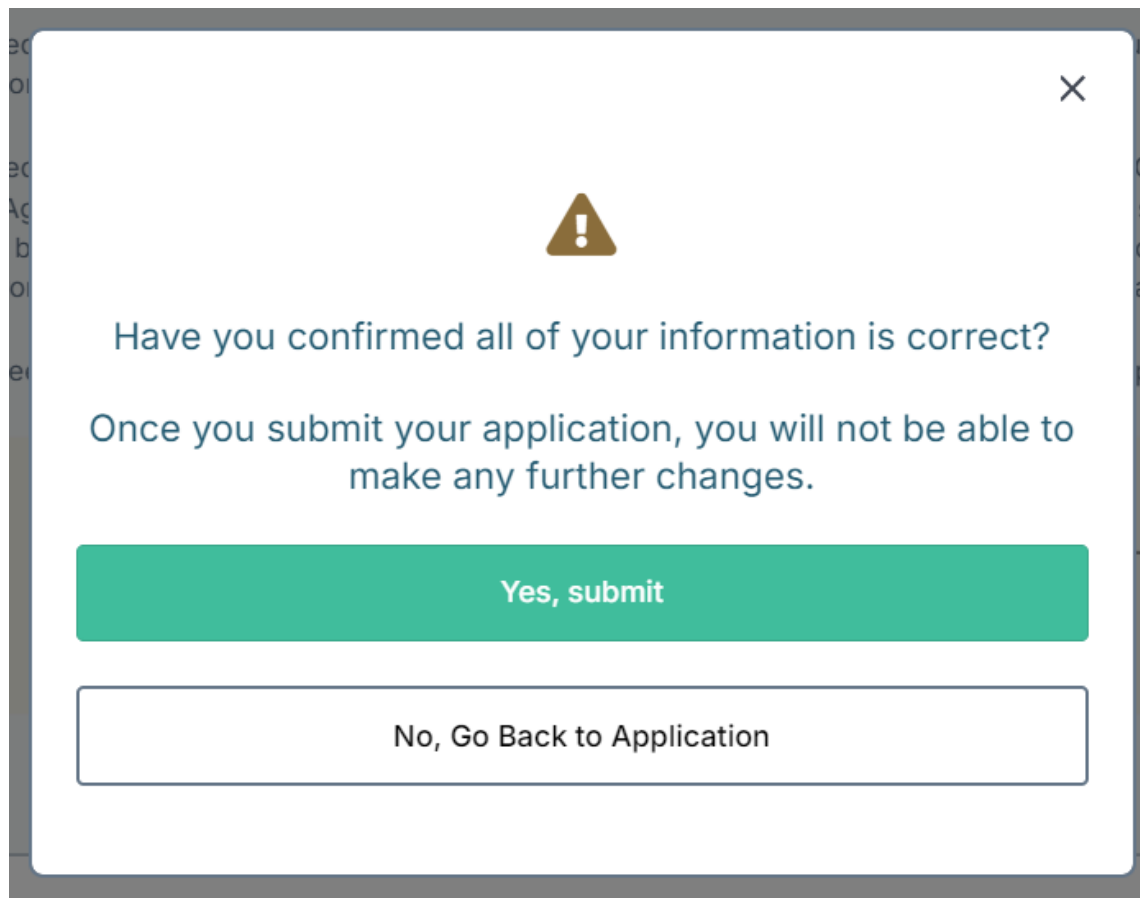
Save and Exit

Previous

Once you have reviewed all information, documentation, and the Grant Agreement: complete the certification checkboxes, sign the application, and click “Submit Application.”



Landlord Application Walkthrough



A confirmation pop-up dialog box with a white background and a gray border. In the top right corner is a close button (X). In the center is a brown warning triangle icon with a white exclamation mark. Below the icon, the text reads: "Have you confirmed all of your information is correct?" followed by "Once you submit your application, you will not be able to make any further changes." At the bottom are two buttons: a green button labeled "Yes, submit" and a white button with a gray border labeled "No, Go Back to Application".

Have you confirmed all of your information is correct?

Once you submit your application, you will not be able to make any further changes.

Yes, submit

No, Go Back to Application

After you click “Submit Application”, this pop up will be the last opportunity to go back and make edits to your application. Click “Yes, submit” if you are ready to proceed.



Landlord Application Walkthrough

Your Application Is Being Created



Further documentation for all the provided requirements will be required as part of the application. Participation in the program is limited to the amount of funding available and will be granted on a first approved basis.

An approved applicant file will contain all submitted information and documentation necessary to meet all required eligibility criteria and contain completed forms, documentation and all necessary information for members of the household.

DO NOT CLOSE OUT OF THIS SCREEN.

Your application is being created, which may take several minutes. Please wait until you receive confirmation that your application has been submitted.



Landlord Application Walkthrough



Your Application Is Complete

Congratulations! You have completed the tenant section of the application. We recommend that you tell your landlord that you began the application process and that they will receive an email from no-reply@ihdanotify.org. If your landlord does not receive an email from no-reply@ihdanotify.org, please encourage them to check their spam folder.

You will receive an email that will allow you to sign in and view your dashboard.

Please ensure that you log out of your account and close your browser.

[Logout](#)

CONGRATULATIONS!

You've completed your application.

You can now log out of your session. When you log back on to your dashboard, you will see your application as submitted and you should see a real-time review status each time you log on.



Other Important Information



- A submitted application does not guarantee assistance.
- Submitting false information may violate federal and laws.
- Check your email for document requests and communications. – Maintain access to your email throughout the application Process.
- Landlords will receive a check within 10-14 days after IHDA sends an approval email.
 - Upon approval, the landlord will move to have the eviction case dismissed with prejudice.



Tenant Direct Assistance

- If a landlord opts not to participate, their tenant may qualify for assistance equal to two months' rent to help secure new housing.
 - Landlord has 14 days to apply before tenant's application may be eligible for this assistance.
- Assistance will be based on the HUD Fair Market Rent for a unit with the same number of bedrooms in their zip code.
- Tenant must still be living in the rental unit at submission of application.
- Check is sent to the tenant.



Your Application Dashboard and Status

- Sign into your account at www.Illinoishousinghelp.org
 - Use the email address and password from when you created your account.
- Your application status is shown **in real-time**.
- If you applied more than once, you will see your other applications.
- When requested, use the “ADD DOCUMENT” button to upload documents.

Application Status Dictionary

- **Submitted waiting for Match:** The application is waiting to be matched with the corresponding application for review.
- **Ready for Review:** The application is complete and ready for review.
- **In Review:** The application is currently being reviewed.
- **Needs more info:** More information is needed; please use the ADD DOCUMENT button to upload the requested documents.
- **Ready for Supervisor Review:** The application has been flagged for further review.
- **In Final Review:** The application is under final review.
- **Quality Control:** The application was selected for special review.
- **Review-1/Review-2:** The application has been flagged for further review.
- **Duplicate:** The application has been flagged for possibly being a duplicate.
- **Pre-Approved/Approve:** The application has passed initial review but must pass a Quality Control ("QC") pre-funding check in order to receive final grant approval. If final grant approval is issued, the applicant will receive an approval email with payment details.
- **Denied:** The application was denied for funding.



Landlord Application Walkthrough

Call Center and Resources



- Visit www.illinoishousinghelp.org/cbrap for resources including FAQs.
- Call **866-454-3571** – choose option #2 to speak with a CBRAP agent.
 - Available in English, Spanish & Polish
 - For additional languages, email CBRAP.INFO@IHDA.ORG to schedule a three-way call with an interpreter.
 - Technical assistance for applications is available.
- Call 855-631-0811 for free legal services wide or visit www.evictionhelpillinois.org