

PHASE 4

Eligibility Criteria & Rules

Who can apply for rental assistance ?




Tenants

Housing Counselors,
Property Managers, and
Legal Representatives



Landlords



Household Size	Program Eligible Maximum Annual Household Income at 80% AMI	Priority Review Maximum Annual Household Income at 50% AMI
1	\$54,150	\$33,850
2	\$61,850	\$38,650
3	\$69,600	\$43,500
4	\$77,300	\$48,300
5	\$83,500	\$52,200
6	\$89,700	\$56,050

ELIGIBILITY

- One or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 outbreak
- One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability
- The household has a household income at or below 80% of area median income

Rental Facts

Applicants are eligible for a total of 18 months of assistance combining past rent and future rent

Applicants will have to apply again even if they have applied to Phases 1-3

- An applicant may apply for up to 18 months of back rent. If an applicant has arrears, they must request at least 1 month of back rent prior to requesting future rent.
- Every applicant can only apply for 3 months of future rent at a time; they can re-apply after 3 months
- An applicant is eligible to receive a maximum of \$1,500 per month in rent for months after April 2020

Utility Facts

- Applicants can receive up to 18 months of utility assistance for past-due and current utility bills
- An applicant can apply for up to \$1000 per utility
- UESF will be the utilities payment vendor for Phase 4
- Tenant can select from Water (PWD), Gas (PGW), and Electric (PECO)

Tenant Application Review Process

Reviewing Eligibility Requirements

- Area Median Income (AMI) will be calculated through the backend of QuickBase. QuickBase will create an automatic flag that will mark any applicants over AMI as ineligible

Reviewing Income Requirements

- Applicants can provide a written statement about their income loss to describe how they incurred significant costs, experienced a reduction in income or experienced other financial hardships

Reviewing Unemployment Requirements

- The applicant will provide unemployment information by indicating the last day they worked, providing a statement, and an optional unemployment document

Reviewing Rent Timeline Requirements

- For past rent, the applicant is prompted to select months between April 2020 and the current month at time of application

Tenant Application Review Process Housing Instability

The **Housing Instability** section will prompt the applicant to answer Yes or No questions regarding the tenant's housing circumstances such as :

- Are you at risk of being evicted?
- Have you received an eviction notice?
- Are you a participant in the Eviction Diversion Program?
- Have you received any past due rent or utility notices from your landlord or utility company?

Additional housing quality questions such as :

- 1) Are the overall conditions of the property in particular the roof, plumbing, heating, ventilation, carpentry in a good state ?
- 2) Does the property have adequate smoke detectors, mechanicals, electricals, and carbon monoxide detectors?
- 3) Is the property in a well maintained state and livable ?

Tenant Application Guidelines

- 1) Self-certification of rental obligation without documentation is permitted, however, the applicant will receive up to 100% of the FMR or small area FMR*
- 2) When a tenant indicates that they receive public benefits such as SNAP, Housing Voucher (Section 8), SSI, SSDI, Medicaid, TANF, the tenant or applicant is prompted to upload a benefits letter bypassing income documentation for the income section
- 3) Applicants request future months of assistance based on the application date and there is a cap at 3 months of assistance for future rent; applicants cannot receive assistance for months where they have previously received assistance
- 4) Tenants can apply for assistance directly if their landlord opts out of the program entirely or does not respond to our electronic outreach in 10 days

*Fair Market Rent and Small Area Fair Market Rent in Philadelphia

<u>ZIP CODE</u>	<u>Efficiency</u>	<u>One bedroom</u>	<u>Two bedroom</u>	<u>Three bedroom</u>	<u>Four bedroom</u>
<u>19120</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19121</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19122</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19123</u>	<u>\$1,280</u>	<u>\$1,480</u>	<u>\$1,790</u>	<u>\$2,230</u>	<u>\$2,550</u>
<u>19124</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19125</u>	<u>\$900</u>	<u>\$1,030</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19126</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19127</u>	<u>\$1,180</u>	<u>\$1,040</u>	<u>\$1,650</u>	<u>\$2,050</u>	<u>\$2,350</u>
<u>19128</u>	<u>\$1,030</u>	<u>\$1,040</u>	<u>\$1,440</u>	<u>\$1,790</u>	<u>\$2,050</u>
<u>19102</u>	<u>\$1,350</u>	<u>\$1,560</u>	<u>\$1,890</u>	<u>\$2,350</u>	<u>\$2,690</u>
<u>19103</u>	<u>\$1,350</u>	<u>\$1,560</u>	<u>\$1,890</u>	<u>\$2,350</u>	<u>\$2,690</u>
<u>19104</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19106</u>	<u>\$1,350</u>	<u>\$1,560</u>	<u>\$1,890</u>	<u>\$2,350</u>	<u>\$2,690</u>
<u>19107</u>	<u>\$1,260</u>	<u>\$1,450</u>	<u>\$1,760</u>	<u>\$2,190</u>	<u>\$2,510</u>
<u>19109</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19111</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19112</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19114</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19115</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19116</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19118</u>	<u>\$1,240</u>	<u>\$1,440</u>	<u>\$1,740</u>	<u>\$2,160</u>	<u>\$2,480</u>
<u>19119</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19149</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19150</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19151</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>
<u>19152</u>	<u>\$900</u>	<u>\$1,040</u>	<u>\$1,260</u>	<u>\$1,567</u>	<u>\$1,796</u>

Tenant Attestations

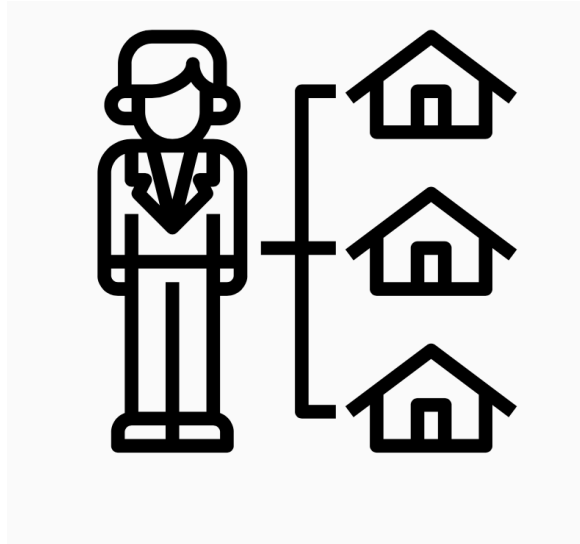
- Do you receive any other rent assistance such as a Housing Choice Voucher (Section 8) or do you live in housing owned by the Philadelphia Housing Authority?
- Do you receive any public benefits?
- Have you experienced any of the following due directly or indirectly to COVID-19 that threaten the household's ability to pay the costs of the rental property when due?
 - Incurred significant costs
 - Experienced a reduction in income
 - Experienced other financial hardship

Landlord Application Guidelines

- 1) Landlords will be able to upload different payment information and assign that payment information to a specific address
- 2) Landlords can have multiple addresses connected to their single account; a tenant will connect themselves to one of the addresses when they subsequently apply
- 3) Landlords will indicate whether the property is a single-family dwelling unit such as a house or multi-family dwelling unit such as an apartment complex
- 4) Landlords can apply on behalf of tenants

Landlord Application Review Process

- Landlords have the option to pre-register. The pre-registration landlord application is shorter than the full landlord form and the landlord will need to re-access the application later to complete it. The purpose of pre-registration is to make it easier for tenants to associate with their landlords once they start the tenant application.



- A landlord will need to submit the following documentation:
 - 1) An upload that shows the owner has given them the right to manage the property.
 - 2) The landlord's W-9.
- A legal representative or property manager might complete an application on behalf of the landlord in which case they will be prompted to check a box that indicates the legal representative or property manager is the person completing the application.

Landlord Options

- When landlords enter the addresses of their properties, they have the option of checking four different checkboxes*:
 - **My name is on the deed:** This requires no supplemental documentation
 - **I am the owner of the corporation that is listed on the deed:** including documentation that shows that the applicant is the owner of the corporation and authorized to make decisions for the corporation
 - **I am a property manager authorized to act on behalf of the owner:** including documentation that shows that the applicant is authorized to make decisions on behalf of the owner
 - **I am an attorney authorized to act on behalf of the owner:** including documentation that shows that the applicant is authorized to make decisions on behalf of the owner

Document Summary

Tenants must submit

- Proof of residency
- Optional proof of rental amount
- Document showing household documentation (yearly or monthly)
- Optional document showing other housing-related costs
- Public benefits letter, if applicable

Landlords must submit

- Proof of residency
- Optional proof of rental amount
- A document that shows the property owner has given the landlord the right to manage the property
- The landlord's W-9