Illinois Court-Based Rental Assistance Program Toolkit

Eligibility Requirements

To receive assistance through the Illinois Court-Based Rental Assistance Program (CBRAP), tenants must meet the following criteria:

- ☐ Tenant must be in a court-eviction proceeding and provide eviction court documentation.
- ☐ Household must have experienced a financial hardship directly – or indirectly – due to the COVID-19 pandemic.
- ☐ The household is behind on rent and/or is at risk of experiencing homelessness or housing instability.
- ☐ Current household income must be below 80% of the Area Median Income (AMI), adjusted for household size.
- ☐ Proof of citizenship is **not** required. Rental assistance is not a "public charge" benefit.

Documentation Requirements

Information needed to apply will include:

Tenants:

- Government-issued photo ID
- Proof of address (dated within 90 days)
- Proof of household income
- Rent details and amount past due
- Current signed lease (if available)
- Eviction court documents (Complaint/Summons)
- Valid email address and phone number
- Proof of public assistance (if applicable)
- If receiving Section 8, copy of recertification of income with new rental amount and copy of voucher with tenant portion of rent

Housing Providers/Landlords

- Proof of Identity or LLC, Certificate of Good Standing, or Articles of Incorporation
- Proof of ownership
- Proof of unpaid rent
- Current signed lease (if available)
- Eviction court papers (Complaint/Summons)
- Valid email address and phone number
- Fully executed and current property management agreement (if payment is made to a property manager)

How to Apply

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

Renters will need to upload the following documents:

- Court summons information
- Government-issued photo ID (regardless of expiration date)
- A utility bill or proof of address dated 90 days prior to the application
- Proof of household income

- Proof of past-due rent
- Current signed lease (if available)
- Proof of public assistance (if appliable)
- Recertification of income (if applicable)

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

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

- Court summons information
- Proof of Identity or LLC, Certificate of Good Standing, or Articles of Incorporation
- Evidence of past-due rent

- Evidence of ownership
- Current signed lease (if available)
- Fully executed and current property management agreement (if payment is made to a property manager)

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

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

EHI Eviction Help Illinois — Legal Solutions for Your Housing Issues

ILLINOIS Equal Justice FOUNDATION

When complete, applications from the tenant and landlord will be paired and reviewed for eligibility. You will be contacted by IHDA via email if further information is required.

For tenants or landlords with barriers to accessing the online application, Housing Stability Service (HSS) providers are standing by to help. Visit **www.IllinoisHousingHelp.org** or contact IHDA's call center at **866-IL-HELP1 (866-454-3571)** to connect with an available HSS provider.

After you have completed your section of the application:

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

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

If further information is needed, you will be contacted by IHDA via email with further instructions.

How to Apply (Continued)

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

Check Your Application Status

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

Need assistance?

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

Payment for Approved Applications

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

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

IHDA intends to notify applicants of funding eligibility within 15 to 30 days from the date of application. If a landlord has not received a check payment within 14 business days of approval notification by IHDA, submit an inquiry to **CBRAP.info@ihda.org**. The inquiry should include the following information:

- Landlord name
- Landlord mailing address
- Landlord phone number
- Application ID number
- Tenant name
- Tenant unit address
- Amount of payment (if known)

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