

**SUBMIT ALL DOCUMENTS  
WITH YOUR APPLICATION**



## Community Action Partnership of Mercer County **RENT RELIEF PROGRAM begins July 6, 2020**

Are you behind in your rent? Were you unemployed after March 1, 2020? or Did your hours get reduced? Did you lose 30% of your monthly income? *We Are Here to HELP you with your past rent.* You may be eligible for Rental Assistance through the CAPMC Rental Relief Program. Note: Landlord can apply on behalf of the tenant but must include tenant in application-all documents must be completed and signed.

### **How do I apply: Application periods ends September 30, 2020**

- Return application by email- [rentassist@capmercer.org](mailto:rentassist@capmercer.org) or mail-CAPMC 75 S. Dock St. Sharon, PA 16146
- Contact Community Action Partnership of Mercer County (CAPMC) for an application if you do not have computer access at 724-342-6222 ext. 18. *Leave your first and last name, full address and phone number.*

### **How do I qualify- (The Renter or Tenant)?**

- You (the Renter-Tenant) must be behind in paying the rent for a minimum of 30 days.
- Your **GROSS MONTHLY** household income must be at or below 100% Area Median Income for household size.

No. of Family Members	1	2	3	4	5	6	7	8
Monthly Income	\$3,891	\$4,450	\$5,008	\$5,558	\$6,008	\$6,450	\$6,900	\$7,341
Yearly Income	\$46,700	\$53,400	\$60,100	\$66,700	\$72,100	\$77,400	\$82,800	\$88,100

- You must have been employed in January and February and either became unemployed or lost 30% or more in their household monthly income due to Covid 19 after March 1, 2020.
- You are NOT eligible if your sole income is from public assistance—you must have employment wages.

### **We CANNOT PROCESS INCOMPLETE APPLICATIONS**

#### **Renter Documents to submit:**      ***NOTE: Missing documents could be cause for DENYING your application.***

- Complete the Lessee Household Certification/Renter Application
- ALL Pay Stubs from January until the day of application for ALL household members age 18 and over
- A utility bill, or cancelled check or a Driver License with current address,
- Proof of Unemployment - Letter from Unemployment Office or your employer if hours were reduced.
- If you split the Rent with someone else, include the application for that person

#### **Landlord Documents to submit:**      ***NOTE: Missing documents could be cause for DENYING your application***

- Complete the Landlord Application
- Complete the Landlord Property Certification
- Copy of Lease agreement with both tenant and landlord signature to verify rent and term of agreement. ***LANDLORDS: The amount on the Lease and Monthly Request Amount MUST match.***
- Proof of property ownership. ie. Deed, mortgage note, tax receipt, insurance documents
- Complete and submit W-9 tax form

### **Other Information:**

- Tenant will receive approval or denial within **30 days of completed application.**
- All documents must be submitted before payment is made to the landlord.
- Falsification of information is a 3<sup>rd</sup> degree misdemeanor and comes with a \$1000 penalty.**