

## **Apartment Association Outreach, Inc.**

### **Rent Assistance Guidelines**

- 1) Rent Assistance payments are for people who cannot pay their rent due to a personal emergency or conflict beyond their control, such as illness or unexpected unemployment.
- 2) Once a property manager/landlord identifies a resident who has an emergency and is not able to pay their full rent, application may be made for assistance. It is best to refer within 30 days of identifying the situation.
- 3) Rent Assistance payments must be made payable to the property manager or owner or whomever the rent is due – not to the individual. Rent will not be paid into an escrow account.
- 4) The recipient must be on the lease or listed as an occupant at the address for which the rent is being paid.
- 5) The recipient must be able to demonstrate that they will be able to pay their rent in the future.
- 6) If an eviction has been filed, the recipient must be able to provide proof that the eviction action will be stopped and that they will be able to continue to reside in the premises. Also, the resident must demonstrate that the funds are available to work out a payment agreement to pay the rent on time as well as a regular payment against the outstanding balance (if a payment agreement is suitable for the property manager/landlord and is put in writing)
- 7) If the recipient is receiving assistance for partial payment of rent, they must demonstrate that they have the balance of the full rent due.
- 8) **An individual/family may only receive funds once in a twelve-month period.**
- 9) Rent assistance payments are for “working” people. This may also include those covered by veteran’s pension, SSI, SSDI, or SS. The recipient’s household should have at least one individual who earns a paycheck. (Part-time work is acceptable.)