

Guernsey County CARES Act Rent & Mortgage Assistance Program 2020

I. Purpose

To assist residents of Guernsey County with mortgage or rent arrearages due to loss/reduction of employment efforts or other hardship due to COVID-19.

II. General Description

Residents of Guernsey County may complete an application for rent assistance. The landlord must agree to accept payment from the county on behalf of the tenant/homeowner and agree not to pursue eviction due to previous non-payment.

Payment will be up to \$2500 per family.

Applicants must be at or below 300% of the Federal Poverty Guideline and be able to demonstrate the hardship due to COVID-19. Income must be verified.

Applicants must also have under \$2000 in available liquid resources to qualify. This can be self-attested on the application.

Application for this assistance is no guarantee of payment as the applicant must meet all income and verification criteria.

A signed IRS-W9 and landlord acknowledgement form will be obtained from all landowners before payment can be initiated.

Program funds are available thru December 18, 2020 or until depleted.

III. Application Process

Application packets are available at the Guernsey County DJFS, 324 Highland Ave., Cambridge, OH 43725 or at www.guernseycountyjfs.org.

Completed packets can be emailed to guernsey_info@jfs.ohio.gov, mailed in, or dropped off.

Please be sure to use the checklist included in the application packet to expedite processing of your request.

CARES RENT & MORTGAGE RELIEF PROGRAM INFORMATION APPLICATION CHECKLIST

This checklist is a helpful aid to ensure you don't forget key items when you submit your application packet to the Guernsey County Dept. of Job & Family Services. If you do not have the necessary documents to determine eligibility, it will delay your application processing and any possible assistance.

For your own benefit, please take your time and make sure your application packet is complete. Check off items as you complete them.

FIRST, DETERMINE IF YOU ARE ELIGIBLE:

- I am a resident of Guernsey County
- I reviewed income limits on the Rent/Mortgage Program and it is under 300% of the Federal Poverty Level (*see chart included in the application packet or at www.guernseycountyjfs.org*)
- I am at least 30 days behind on my rent/mortgage

I can answer YES to at least 2 of the following requirements:

- I have become unemployed after March 1, 2020 due to the COVID-19 Pandemic.
- I can attest that I have less than \$2,000.00 in liquid assets
- I can attest to a COVID 19 related hardship impacted my ability to pay my rent/mortgage

SECOND, IF YOU ARE ELIGIBLE, BE SURE TO SUBMIT A FULLY COMPLETE APPLICATION PACKET:

The following documents are fully completed and signed:

- Rental/Mortgage Assistance application
- Landlord Acknowledgement Form
- I double checked both applications and all questions were answered
- I have provided the requested documentation:
 - Proof of income
 - Lease copy or rent receipt
 - Proof of residency (ex. utility bill)
 - Proof of rent/mortgages arrearage (late notice, etc)

By using this checklist, you should have more confidence that your application packet is complete. That is important so your submission can be processed without delay. If you qualify, this will help to expedite your request for rent or mortgage assistance.

Please note the following:

Application for this assistance is no guarantee of payment as the applicant must meet all income and verification criteria.

A signed IRS-W9 and landlord acknowledgement form must be obtained from all landowners before payment can be initiated.

**CARES Act Rent and Mortgage Assistance
2020 Income Guidelines
300% of Federal Poverty Level**

Monthly Household income must be at/below the following standard:

Household/Family Size	Monthly Income Max
1	3,190
2	4,310
3	5,430
4	6,550
5	7,670
6	8,790
7	9,910
8	11,030
9	12,150
10	13,270

Guernsey County
Application for Rent Assistance/CARES Act

FOR OFFICE USE ONLY
Date _____
Approved _____ Denied _____

Applicant	SSN
Co-Applicant/Spouse	SSN
Address	City/State/Zip
Contact Number:	Alternative Number:

Landlord: _____

Landlord address: _____

Landlord contact details: _____
Phone Number / Fax Number

Amount currently due: _____

Please list all who reside in this household: (use back of sheet if needed)

Name	DOB	SSN	Relationship

Income detail: (please attach verification)

Name of person	Employer Name / Address or Other Income Source	Amount

Resource detail:

Name of person	Financial Institution	Balance

I would like to receive legal assistance.

Applicant signature _____ Date _____

Co-Applicant signature _____ Date _____

LANDLORD ACKNOWLEDGEMENT OF RESIDENCE AND RENT

Applicant Name / Co-Applicant Name	Landlord Name
Residence Address of Applicant / Co-Applicant	City / State/ Zip

I, _____ landlord of _____
formally acknowledge that he/she resides at the street address of _____,
in the city of _____, State of Ohio, since _____,
as my tenant.

I, _____, the landlord of _____,
formally acknowledge that he/she is past due on rent in the amount of \$ _____,
at the street address aforementioned, for months _____,
and _____.

I, _____, the landlord of _____,
agree to accept payment of listed amount from Guernsey County as payment on behalf of my tenant.
Any eviction process for non-payment will be halted and not pursued as this will be considered to bring
tenant current. I understand payment could be a thirty-day process and am willing to accept the terms
for payment.

Sincerely,

Landlord Signature

Landlord Address

Landlord Contact Number

Date