



Emergency Rental Assistance Program

Thank you for inquiring about the emergency rental assistance program offered through the HomeOwnershipCenter (HOC). This program will provide up to 3 consecutive months of housing rental relief for qualified tenants in Oneida County (excluding the City of Rome) who have suffered from a financial hardship due to COVID-19. Assistance may be applied to rent payments due after March 13, 2020.

In order to get started on the application process, please complete the following:

- Create and Complete Compass account: https://unhs.force.com/unhscft/NWSHOP__HomeCPS
 - Choose "Rental Assistance" service
- Sign and upload required signature pages and supporting documents (see document checklist)
- Notify your landlord that HOC will be reaching out to request documents and payment information

Note: Completed applications are processed on a first come, first approval basis. Rent payments will be made directly to the landlord/ property management company, therefore an application is not considered complete until both tenant and landlord submit ALL required documents.

Eligibility Requirements

1. Rent and occupy a property located in Oneida County (excluding the City of Rome); Current lease agreement required. A new lease will be required if the agreement expires before all 3 months are paid.
2. Household annual gross income must be no more than 80% of the area median income for the area in which they reside (HUD Guidelines). Annual income is projected based on current financial circumstance at time of application.

1 person	2 person	3 person	4 person
\$39,450	\$45,050	\$50,700	\$56,300

3. Provide documented proof of financial hardship as a result of COVID-19. Hardship is defined as one of the following:
 - a. Loss of employment due to COVID-19 pandemic
 - b. Reduction of monthly household income due to COVID-19 pandemic
 - c. Increased childcare costs as a result of schools being closed
 - d. Increase in medical costs due to COVID-19
4. Rent must have been paid and current prior to COVID-19 hardship.
5. Assets must not exceed \$15,000.

If you have any questions please feel free to call our office at (315) 724.4197.





PROGRAM APPLICATION

Tenant Document Check List

Please submit copies of **ALL** of the following documents with the program application. Be sure to check off each item along the way as your application will not be processed if your documents are not complete.

- Complete online Compass profile- Emergency Rental Assistance Application (includes signature pages).**

Upload the following to your Compass account:

- Signed Program Application Signature Section
- Signed Privacy Policy
- Signed Disclosure
- Signed Tenant Certification
- Photo Identification
- Copy of Social Security Cards for Household Members
- Documented proof of financial hardship as a result of COVID- 19. Hardship includes:
 - a. Loss of employment due to COVID-19 pandemic
 - b. Reduction of monthly income/ loss of hours due to COVID-19 pandemic
 - c. Increased childcare costs as a result of schools being closed
 - d. Increase in medical costs due to COVID-19

Examples include a letter from your employer, paystubs prior to COVID-19 hardship to show reduction, and/or medical bills directly related to COVID-19.

- Written statement explaining COVID-19 financial hardship as it relates to the documentation provided- please include months of rental subsidy needed
- Household Income Declaration
- 1 month most recent consecutive income documentation (If self employed, please submit 2 most recent tax returns and current year profit and loss.)
- 2 most recent bank statements; includes all checking and savings accounts
 - If unemployment benefits are received on a state-issued debit card, please submit 2 most recent statements.
- Current lease agreement *A new lease will be required if the agreement will expire before the second or third month of rent payment. *Please note- If a lease is month-to-month an addendum to the contract must be provided and include the months of rental assistance and signed by the tenant(s) and landlord(s).*
- Most recent rent receipt

- Notify your landlord/ property manager that you applied for the program**

o Please Note: Landlord instructions, document checklist & required documents are attached. HOC staff will be reaching out to your landlord/property manager once you are pre-qualified. The landlord/ property manager will have 3 business days to submit the required documentation.

