

# City of Newark COVID-19 Tenant Based Rental Assistance Program

## Frequently Asked Questions (FAQ)

### Who is eligible for this Program?

- Applicant must be a Newark resident who pays rent.
- Applicant must show proof that they filed for unemployment insurance or had work hours reduced.
- Applicant's household must have fallen under the 60% Area Median Income (AMI) level (see chart below) before filing for unemployment insurance or having hours reduced.

60% Area Median Income	Persons in household					
	1	2	3	4	5	6
	\$42,300	48,300	54,360	\$60,360	\$65,220	\$70,020

### WHAT YOU WILL NEED TO APPLY

For your convenience, required documentation (whole document) can either be scanned using a scanner or photographed using a mobile phone or device and uploaded to this application. Clear, legible document images must be uploaded at the time of application submission.

### DOCUMENT REQUIREMENTS CAN BE MET WITH THE FOLLOWING:

### INCOME AND UNEMPLOYMENT INFORMATION MUST BE PROVIDED FOR ALL ADULT (18 AND OVER) INCOME EARNERS IN THE HOUSEHOLD

#### Income Verification for ALL HOUSEHOLD MEMBERS WHO WERE WORKING

- Copy of most recent paystub *OR* if paid in cash by employer, then must provide an official document from employer with the following information:  
Company Name  
Employer TIN #  
Company Address  
Company Tel#  
  
Employee Name  
Hours Worked  
Hourly Rate  
Total pay

#### AND

- Letter or email of job loss or reduced hours OR Copy of unemployment letter stating unemployment income.

#### Residence Verification

- Copy of executed lease  
OR  
(If no formal lease) an official one-page rental agreement with rental terms between landlord and tenant (signed by both parties).  
AND  
Copy of late rent notice from landlord (if available)

**You will also need the following information regarding your landlord for this application:**

Landlord Name: [First Name, Last Name; Company Name (if, applicable)]

Landlord Address:

Phone:

Fax:

Email:

**Once you have this information and these documents are readily available to be uploaded, then you are ready to begin the application.**

## **FREQUENTLY ASKED QUESTIONS**

**What expense does the program award cover?**

Program awards cover a portion of the rent owed.

**How much can an applicant be awarded?**

Program awards can be up to \$2,000 per household, covering up to three (3) months of rent arrears.

**What period of time does the program cover?**

Program awards cover rent in arrears (owed) for any period between April and/or December 2020.

**What is the funding source for this program?**

The program is funded with \$2 million in CARES Act funding received from the federal government through the U.S. Department of Housing and Urban Development.

**Who is administering this program?**

This rental assistance program is provided by the Department of Economic and Housing Development of the City of Newark and administered in partnership by the Newark Housing Authority.

**Where can applicants apply?**

Eligible Newark renters can apply online via the Newark Housing Authority at <http://newarkha.org/COVID19RentAssist>

**How do applicants apply?**

Eligible Newark renters apply by completing the online application at <http://newarkha.org/COVID19RentAssist> and uploading all required documents at the end of the application.

**No applications can be submitted in-person. Only 1 application per household will be accepted.** Income and unemployment information for all income earners in the household must be included.

**When can applicants apply?**

Eligible Newark renters will be able to apply online during the period of Thursday, December 17, 2020 beginning at 2pm through Thursday, December 31, 2020 ending at 5pm.

**What will applicants need to provide to complete an application?**

Eligible Newark renters will need to verify their eligibility by uploading proof of residence and

proof of loss of income, along with providing the contact information of their landlord. A list of acceptable documents can be found at the program welcome page at <http://newarkha.org/COVID19RentAssist>

**When will applicants be notified?**

Selections will be made in January provided that the application is completed with proper documentation.

**How will applicants be notified?**

Applicants will be notified by email as to whether they were awarded.

**What will applicants need to do if awarded?**

The renter/awardee will enter into a rental assistance agreement with the City of Newark for a period of up to three months retroactively beginning as early as April 1, 2020.

**How will payment be made if awarded?**

Rent payment will be made via ACH directly to the landlord only, on behalf of the renter/awardee.

**Is there any cost associated with this application?**

There is absolutely no application fee, cost, or monetary contribution of any kind associated with this program. Please do not pay anyone in connection with this program opportunity. Free information and assistance are available at The Newark Housing Authority at [COVIDrenthelp@Newarkha.org](mailto:COVIDrenthelp@Newarkha.org) and (973) 346-9432. No authorized, legitimate source of assistance for this program will ask you for any payment.

**Who can prospective applicants contact if there are any other questions or if assistance is needed?**

The Newark Housing Authority can be contacted at [COVIDrenthelp@Newarkha.org](mailto:COVIDrenthelp@Newarkha.org) or at (973) 346-9432.