



Thank you for your interest in applying to South Bay Community Services (SBCS) COVID-19 Low and Moderate Rental Assistance Program. In order to be considered for acceptance to this program your application must be fully and properly completed and received by South Bay Community Services together with all required supporting documents no later than by **5:00 p.m. on June 18, 2020**. **This deadline will be strictly observed and late or incomplete applications without all supporting documentation will not be considered. Applications will be processed on a “First-Come, First-Served basis” based on submission of this fully and properly completed application and all required supporting documents.**

Prior to completing the application, please ensure that you are able to demonstrate that you qualify for rental assistance and that you can timely provide all documentation listed below in order to be considered. Please review your application package carefully before submitting as incomplete applications will not be considered for acceptance into the program.

You may return your completed application and required supporting documents one of the following ways:

Drop Off: South Bay Community Services is located at the second floor of the First Bank building at 318 4th Ave. Chula Vista, CA 91910 (*Monday-Friday 8:30am-5:00pm*)

Email: rentalassistance@csbcs.org

Emailed application packages must be sent by 5:00 p.m. on the due date indicated above. Be sure to include all supporting documents with your email.

In order to be eligible and considered for the program, you must meet each of the following qualifying factors:

1. Must have a valid written rental or lease agreement in your name for a housing unit located in the City of Chula Vista;
2. Rental property must be an apartment, condo, townhome, single family home, or mobile home;
3. Must not be renting from a relative;
4. Rent must not exceed 120% of Fair Market Rate:
 - a. Efficiency Room must not exceed \$1,684.80
 - b. One Bedroom must not exceed \$1,879.20
 - c. Two Bedroom must not exceed \$2,444.40
 - d. Three Bedroom must not exceed \$3,472.80
 - e. Four Bedroom must not exceed \$4,291.20; and



5. Total household income within the past 30 days must be at or below the following based on household size:

Number of Persons in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Monthly Household Income Limits	\$4,046	\$4,620	\$5,200	\$5,775	\$6,238	\$6,700	\$7,163	\$7,625

6. Must be current on all rent prior to March 2020; and
7. Must not be facing current eviction proceedings for issues other than non-payment of rent from March 1 to the present; and
8. Must not be receiving any other form of rental subsidy such as Section 8; and
9. Request for rental assistant must be due to the direct impact of COVID-19 (coronavirus)

Examples of impact(s) by COVID-19 include but are not limited to the following:

- *Job loss, furlough or layoff*
- *Reduction in hours of work or pay*
- *Store, restaurant, office or other business closure*
- *The extended need to miss work to care for a home-bound, school age child or elderly person if no other responsible adult is available to provide such care*

Please ensure that all documentation listed below is attached to your application to be considered for rental assistance. Failure to provide documentation will disqualify your application for assistance.

- Copy of Government Issued Identification for each Adult Household Member
- Most recent paystub within past 30 days (if any) for each Adult Household Member (Section C)
- Most recent proof of all other income within past 30 days for all other income for each Adult Household Member (Section C)
- Most recent bank statements, 401k, Life Insurance Policy or any other disclosure of assets within past 30 days for each Adult Household Member (Section D)
- Copy of Lease or Rental Agreement