



Thank you for your interest in applying to South Bay Community Services (SBCS) COVID-19 Rental Assistance Program funded by the City of Chula Vista’s CARES Act allotment to help those who have suffered a loss in income and are unable to pay all or part of their rent because of financial problems related to COVID-19.

**You must meet ALL of the following requirements to be eligible to receive rent assistance:**  
*Please note you are **NOT** eligible if you have previously received rental assistance from the City of Chula Vista or any other Agency within the past six months including any COVID Related Rental Assistance as to cause duplication in benefits.*

*Please check each box below certifying that your household meets all the eligibility requirements prior to completing the Application.*

- Valid written rental or lease agreement in your name for a housing located in the **City of Chula Vista** that is:
  - An Apartment, Condo, Townhome, Single family home, or Mobile home;  
*Please note you are **NOT** eligible if you are renting from a relative or have a co-signer.*

- Rent must not exceed the following:

Unit Size	Max Rent (low income) 80%AMI	Max Rent (moderate income) 120% AMI
Studio	\$1,685	\$1,965
1 bedroom	\$1,879	\$2,192
2 bedroom	\$2,443	\$2,857
3 bedroom	\$ 3,472	\$4,051
4 bedroom	\$ 4,291	\$5,006

- Total household income (all persons over 18 years old) within the past 30 days must be at or below the following:

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>Low Income Max Monthly Income 80%</b>	\$5,392	\$6,163	\$6,933	\$7,700	\$8,317	\$8,933	\$9,550	\$10,167
<b>Moderate Income Max Monthly Income 120%</b>	\$6,492	\$7,417	\$8,346	\$9,271	\$10,013	\$10,754	\$11,496	\$12,238

- Current on all rent prior to March 1, 2020; and
- Must not be facing current eviction proceedings for issues other than non-payment of rent from March 1 to the present; and



- Must not be receiving any other form of rental subsidy such as Section 8; and
- Must not have received rental assistance benefits from the City of Chula Vista or any other Agency in the past six months including COVID related rental assistance.
- Must be facing a financial hardship due to 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.*

### APPLICATION INSTRUCTIONS

- Applications must be **fully and properly completed** together with **all required supporting documents**
- Applications will be processed on a Priority will be given to those who are currently unemployed and currently receiving unemployment benefit compensation. “First-Come, First-Served basis”.** Please note funding is limited and there is no guarantee that assistance will be provided.



Prior to completing the application, please make sure that you meet all the requirements listed above and can provide the supporting documentation/information.

Please review your application carefully before submitting. Incomplete applications, including the required support documentation will be denied due to lack of information to determine qualifications for the Program.

### REQUIRED DOCUMENTS:

- Completed Application
- Copy of Government Issued Identification for each Adult Household Member
- Copy of written Lease or Rental Agreement showing your name
- Income Documentation
  - Copy of 2019 federal tax return (**all pages**)
  - Provide unemployment compensation letter for past 30 days for each Adult Household Member. If you are not receiving unemployment compensation show evidence of income loss for each Adult Household Member.
  - If the income from your 2019 tax return disqualifies you and you meet income eligibility requirements currently, provide paystub within past 30 days (if any) for each Adult Household Member and cash assets such as bank accounts or any other assets, a copy of balance statements within the past 30 days for each Adult Household Member
  - If you have not filed a 2019 federal tax return, provide paystub within past 30



days (if any) for each Adult Household Member.

Asset Documentation: Evidence of cash assets such as bank accounts. Please provide a copy of the most recent bank statement within the past 30 days for each Adult Household Member (**all pages**). If applicant has no bank statement, provide a letter of explanation of how monthly expenses such as rent, utility bills, etc. are being paid.

**SUBMITTAL OF APPLICATION:**

**All applications for rental assistance are due by 5:00 pm on August 24, 2020.**

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

**Drop Off:** South Bay Community Services at 430 F. Street Chula Vista, CA 91910 (*Monday-Friday 8:30am-5:00pm*)

**Email:** [rentalassistance@csbcs.org](mailto: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.*