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## RENTAL ASSISTANCE APPLICATION

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### Program Information

The City of Richmond, and RCF Connects (RCF) have partnered with SparkPoint Contra Costa to assist in administering funds to eligible households who are experiencing hardships in paying past due rent.

SparkPoint Contra Costa will be collecting applications for Richmond residents. Funds are available one time per household. A household can receive up to \$10,000. Checks will be paid directly to the landlord.

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#### Who is eligible?

- ✓ Resident of Richmond, CA at risk of eviction or with past due rent.
- ✓ Can sustain rent after program disbursement.
- ✓ Households impacted and/or disproportionately impacted by a hardship.

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#### How do I apply?

**SUBMIT COMPLETE APPLICATION AND DOCUMENTATION TO:**

1. **SparkPoint Contra Costa:** [mramirez@richmondcf.org](mailto:mramirez@richmondcf.org) – Madelyn Ramirez, Co-Director 510-779-3200
2. **SparkPoint Contra Costa:** [rkeels@richmondcf.org](mailto:rkeels@richmondcf.org) – Regina Keels, Office Coordinator 510-779-3200



Note: Allow 24 hours from your submissions before contacting the organization directly; note this program allows only one application per HH; multiple requests to different agencies may make your request ineligible.

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### **REQUIRED DOCUMENTATION**

1. Landlords W-9 - **REQUIRED FOR LANDLORD TO RECEIVE PAYMENT!**
2. Lease agreement
3. Verification of income - last 30 days of paystubs and/or other source of income
4. Verification of past due rent
5. Proof of Hardship



Note: Additional documentation may be required

## Applicant Information

Full Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
*Last First M.I. (MM/DD/YYYY)*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Total in household (including yourself): \_\_\_\_\_ # Children under 18 (living in home): \_\_\_\_\_

Are you currently receiving any housing subsidy through the following programs:  No  Yes

Public Housing  Section 8  Other \_\_\_\_\_

Have you or someone in your household received or is expected to receive funds from any other rent relief program, including Shelter Inc.?  No  Yes

If yes, confirm amount received and date \_\_\_\_\_

## Estimated Annual Income (Gross)

- Less than \$20,000  \$40,001 - \$60,000  \$80,001- 100,000  
 \$20,001 - \$40,000  \$60,001- \$80,000  Greater than \$100,000

## Ethnicity (check all that apply)

- Asian  Black or African American  Native Hawaiian and Other Pacific Islander  
 American Indian and Alaska Native  Hispanic or Latino  White

## Employment

Which of the following categories best describes your current employment status?

- Employed.  
If employed how many hours per week \_\_\_\_\_  
Please provide verification of income - last 30 days of paystubs and/or other source of income.
- Unemployed  
If unemployed, please provide the date of layoff or termination: \_\_\_\_\_  
*(MM/DD/YYYY)*
- Reduced hours
- Other, please explain:

Landlord Information

Have you received an eviction or 3-day from your landlord?

No

Yes If yes, please provide date of notice: \_\_\_\_\_  
(MM/DD/YYYY)

Landlord's name or entity name \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apt/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_

On behalf of tenant: \_\_\_\_\_

Eviction notice attached  Yes  No

Additional Information

Do you have any additional comments you would like to share?

Empty text box for additional comments.

Application Certification

REQUIRED: I hereby certify that the information contained on this form is accurate and complete to the best of my knowledge. I give my permission to contact any agency/landlord who could clarify my situation, and I give my consent to provide my personal information to this agency(s) partners and or affiliates for the purpose of receiving rental assistance.

Yes

PLEASE NOTE: The information provided may be shared with funders for reporting purposes.

Client's signature \_\_\_\_\_ Date: \_\_\_\_\_

Sponsored by:



## Rental Assistance FAQs

### 1. I don't have a formal lease. What can I do?

- ✓ For Rent - Get a letter signed by both yourself and the landlord that states how much you pay in rent each month.

### 2. What is a W-9 and why do you need it?

- ✓ It is a form from the IRS that gives us the landlord's social security number. Since it is income for them, we will send them a 1099 at the end of the year to document the amount of money that was paid to them. This dollar amount will be reported to the IRS as taxable income.

### 3. My landlord does not want to give me their W-9. What can I do?

- ✓ The landlord can email or mail the W-9 form directly to the agency handling their application or RCF. RCF is the organization that will be writing the check to them. They can also request that the W-9 be completed via DocuSign (a secure online signature program).

### 4. What is 1:1 counseling?

- ✓ One on one counseling sessions are completed with the assistance of a financial coach, who will help you look at your current finances and plan how you can afford your current housing or how you might need to find new housing. We want to help you stay housed and not require continued rental assistance. A financial coach is someone trained to help you come up with a plan and/or budget.

### 5. Will the rental assistance pay past rent or future rent?

- ✓ Rental assistance will go towards past due rent, specifically for those at risk of eviction.

### 6. If my past due rent is more than \$10,000, can my landlord still evict me for the remainder of what is due?

- ✓ There are protections in place, but evictions are still happening for reasons besides nonpayment of rent (if proper paperwork was done). Our financial coaches can help explain your rights as a tenant and we can do referrals to attorneys specializing in this work. You can also contact the Richmond Rent Program for additional questions and/or support with mediation services by calling (510) 234-RENT (7368), emailing them at [rent@ci.richmond.ca.us](mailto:rent@ci.richmond.ca.us) or schedule a phone or Zoom meeting through their online scheduling system located on their website, [www.ci.richmond.ca.us/3364/Richmond-Rent-Program](http://www.ci.richmond.ca.us/3364/Richmond-Rent-Program)

### 6. What classifies a household as impacted and/or disproportionately?

- ✓ Low-income households earning below \$65,880 are classified as impacted. Low-income household earning below \$40,626 are classified as disproportionately impacted. Additional examples are household experiencing unemployment, increased food and housing insecurity and those that qualify for childcare subsidies and certain federal benefits. Other qualifications may also apply.