

Illinois Court-Based Rental Assistance Program

For Residents Outside Of Cook County*



Eligibility Requirements

To receive assistance through Court-Based Rental Assistance Program (CBRAP), tenants must meet the following criteria:

- 1 Tenant must be in a court-eviction proceeding and provide eviction court documentation.
- 2 Household must have experienced a financial hardship directly — or indirectly — due to the pandemic.
- 3 The household is behind on rent and/ or is at risk of experiencing homelessness or housing instability.
- 4 2020 household income was below 80% of the Area Median Income (AMI), adjusted for household size.
- 5 Proof of citizenship is not required. Rental assistance is not a “public- charge” benefit.

Documentation Requirements

Information needed to apply will include:

Tenants

- Government-issued photo ID
- Tenant & household information proof of address
- Proof of household income
- Rent details and amount past due
- Proof of public assistance, if applicable
- Valid email address
- Eviction court document (court-summons document)

Housing Providers/Landlords

- Proof of ownership
- Proof of unpaid rent
- Rental lease, if available
- Valid tenant email address
- Eviction court document (court-summons document)



*Cook County residents, including City of Chicago residents, can receive court-based rental assistance by contacting <https://www.cookcountylegalaid.org>

How to Apply

Section I – Completed by Tenant

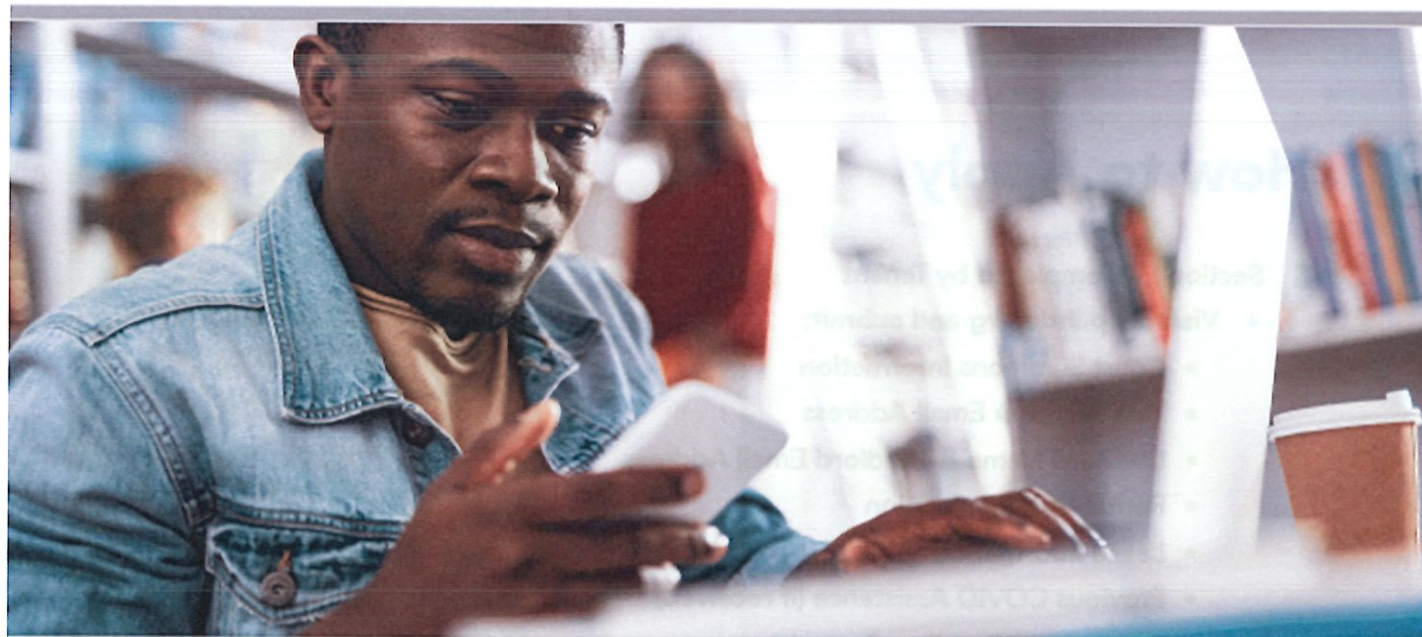
- Visit ilrpp.ihda.org and submit:
 - Court Summons Information
 - Your Name & Email Address
 - Landlord Name & Landlord Email Address
 - Rental Unit Information
 - Lease Information
 - Previous COVID Assistance (if received)
 - Amounts of Past Due Rent
- After completing Section I, the Tenant will receive an email from DocuSign within 24 hours with instructions to complete Section II. Please monitor your email, including spam and junk folders.

Before You Begin Your Application


- ✓ Gather ALL necessary documents for your application.
- ✓ Make sure the Tenant and Landlord each have an active email account.

Section II – Completed by Tenant

- Click REVIEW DOCUMENTS in the DocuSign email
- Click CONTINUE, upload your documents, and enter:
 - Government-issued Photo ID (*regardless of expiration date*)
 - Proof of Address dated within 90 days
 - Income Information or a completed and signed Income Attestation Form
 - Eviction Court Document (*Court Summons Document*) –
(Please note, court documentation is required for review of the application)
- Copy down your Application ID # located at the top left side of the page
- If you need to finish your application later, please click FINISH LATER
You can access your saved application in the email link from DocuSign
- Submit application by clicking FINISH - changes cannot be made once application has been submitted.
- Once you have submitted Section II, the Landlord will receive an email from DocuSign within 24 hours with instructions to complete Section III.



How to Apply Cont'd

-  Section III – Completed by Housing Provider/Landlord
- Click REVIEW DOCUMENTS in the DocuSign email.
 - Click CONTINUE, upload your documents, and enter:
 - Grant Payment Information (who grant should be paid to)
 - SSN or ITIN (if payment is made to an individual)
 - Employer ID Number (if payment is made to a business entity)
 - Eviction Court Document (Court Summons Document)
(Please note, court documentation is required for review of the application)
 - Copy down your Application ID # located at the top left side of the page
 - If you need to finish your application later, please click FINISH LATER
 - You can access your saved application in the email link from DocuSign
 - Landlord must click FINISH to submit Section III - changes cannot be made once application has been submitted.

Both Tenant and Housing Provider/Landlord MUST submit their Sections of the application to be eligible for review.

☐ Check Your Application Status

Visit ilrpp.ihda.org/status and enter Application ID and zip code of the rental property.

☐ Need Assistance?

Contact the call center at **866-ILHELP1 (866-454-3571)**.



Payment For Approved Applications

Upon notification by the Illinois Housing Development Authority (IHDA) that the rental assistance application is approved, All Chicago Making Homelessness History (All Chicago) will start the process to review and issue payment to the housing provider/landlord.

All Chicago will verify the housing provider/landlord's taxpayer identification number (TIN) with the IRS. If the owner's name and TIN do not match IRS records, All Chicago will put the payment on hold and contact the owner to obtain corrected information. Payment cannot be processed until the owner responds to All Chicago with the correct information.

In most cases, the payment will be made in the form of a check. The payment remittance advice will contain the following information: Tenant's first and last name and tenant address.

If an owner has not received a check payment within 10 business days of the notification that the case is approved by IHDA, submit an inquiry to erapcourt@allchicago.org. The inquiry should include the following information:

- Owner name
- Owner mailing address
- Owner phone number
- Tenant name
- Tenant unit address
- Amount of payment (if known)

After receiving the inquiry, All Chicago will initially respond by email by the following business day.

