



Housing Retention Program



The City of Berkeley's Housing Retention Program now has funds available through June 30, 2017. This program provides grant assistance to help pay back rent to prevent Berkeley residents from eviction. Grants are available to households that meet the eligibility criteria below. Submitting an application does not guarantee financial assistance. Application approval requires that each program requirement be met and supporting verifiable documentation provided.

Eligibility Requirements

- Berkeley residents who are at imminent risk of losing their permanent housing.
- Income must be verified by documentation from a third party.
- Rent cannot exceed 80% of applicant's (household's) income.
- Household requesting assistance must have a signed rental agreement. If not, lease holder must submit documentation verifying applicant's tenancy and monthly rent.
- Monthly income must support monthly expenses.
- Grant must prevent an eviction.
- Households must meet one or more of the following requirements and provide supporting documentation verifying below criteria.
 - ❖ Decrease in income
 - ❖ Unexpected medical and/or disability expenses paid without credit.
 - ❖ Fleeing domestic violence
 - ❖ Work-related vehicle expense (vehicle is required for the job supporting documentation from employer may be required)

Maximum Amount of Grant

- Approved households can receive up to \$3,000 as a one-time grant.
- No more than 6 months of arrears
- Amount requested must be supported by related decrease in income or unexpected verifiable expense, as described in the eligibility requirements above.

Documentation needed for Application

- Completed Application
- Picture ID or Social Security Card for all household members older than 18.
- Verification of Current Income for all income included in the budget sheet.
- A dated Notice of Eviction from landlord stating amount owed for back rent. A 3-day notice of eviction is recommended. The Notice of Eviction must be dated in the current month.

- Rental Agreement or Lease. If applicant is not on the lease, the lease holder must submit a signed dated letter indicating applicant's portion of the rent and rent due. If Section 8 Housing or Shelter Plus Care, copy of Housing Assistance Payments (HAP) Agreement.
- W-9 Form (Tax I.D.) signed by landlord
- Proof of Building Ownership is needed if not a BHA property
- Documentation showing decrease in income, unexpected medical/disability expense, fleeing domestic violence, or work-related vehicle expense.
- You may be asked to provide additional documentation to support your application for financial assistance.

If you meet the eligibility criteria above and wish to apply for rental assistance, please contact:

East Bay Community Law Center at 548-4040 and ask for Housing Intake