

NYS COVID Rent Relief Application

Eligibility Calculator

This is the Home page of the Applicant Portal – the following key questions determine if an applicant may or may not be eligible to proceed.

- Question: Is your primary residence in New York State?
 - Please indicate if your primary residence is in New York State
- Question: Are you currently renting your primary residence?
 - Please indicate if you are renting your residence
 - Note: This includes lots in manufactured home parks
- Question: Have you, or any of the other adult(s) in your household experienced a decrease in income during the period April 1, 2020 – July 31, 2020 due to the COVID-19 pandemic?
 - Please indicate if you have had a decrease in income during the program eligibility period: April 1 – July 31, 2020
- Question: Do you currently receive Section 8 housing assistance or are you living in public housing where your rent cannot exceed 30% of your income?
 - Please indicate if you currently have a Section 8 Housing Choice Voucher, live in public housing, or live in Section 8 Project Based housing
- Question: How many people (including yourself, all other adults, and minors) reside in your household?
 - Please include the total number of adults and children residing in the rental unit
- Question: What was your total monthly income prior to March 1, 2020?
 - *Please provide your total monthly earnings, court-ordered alimony received, spousal support, social security disability, SSI benefits, child support payments, unemployment benefits, Pandemic Unemployment Assistance (PUA) or Pandemic Unemployment Compensation (PUC) as of February 2020.*
- Question: What is your total monthly household income at time of application?
 - *Please provide your total monthly earnings, court-ordered alimony received, spousal support, social security disability, SSI benefits, child support payments, unemployment benefits, Pandemic Unemployment Assistance (PUA) or Pandemic Unemployment Compensation (PUC) as of today.*

This is a preliminary analysis to determine if an applicant should proceed with an application for COVID Rent Relief subsidy. Eligibility is dependent on many factors that will be entered into the full application for review.

Application

Types of applications:

- MYSELF - Applicants can enter information as the primary applicant and only one application should be completed per household.
- SOMEONE ELSE – Applicants may have an Authorized Representative complete the application on their behalf. A program authorization will need to be completed for the file. Applicants will need to provide their contact information and signature, as well as that of their Representative, in order to complete the process.
 - Proxies who complete multiple applications for residents will be able to view both submitted applications and applications in progress if not complete at time of entry.

Steps

There are six steps to the application:

1. Address
2. Rent amount pre- and post-COVID
3. Household income pre- and post-COVID
4. Application information
5. Household composition
6. Review

STEP 1 – ADDRESS

Information entered is utilized for eligibility verification

- Question: County
 - Applicant must enter their county in New York State
- Question: Address:
 - Applicant must enter their address in New York State
- Question: Number of bedrooms
 - Applicant must enter the number of bedrooms in their residence.
- Question: Is this your primary residence?
 - Applicant must answer yes or no.
- Question: Are you currently renting this residence?
 - Applicant must confirm that they are renting
- Question: Mailing address.
 - Applicant has the option of providing a mailing address if it is different than their home address.

STEP 2 – RENT AMOUNT

Note: Roommates should enter one application for the household. If only one roommate is applying, then rent payments should be prorated accordingly.

- Question: How do you typically pay your rent?
 - Applicant should indicate how they pay their rent. The options are cash, check, money order or direct deposit.
- Monthly rent prior to March 1, 2020:
 - Applicant should indicate the cost of their monthly rent in February 2020.
- Monthly rent at time of application:
 - Applicant should indicate cost of their current monthly rent.
- Are you delinquent on rent for any month from April 1, 2020, to now?
 - Applicant should indicate if they are behind on rent.
 - If they are behind on rent, they select “yes” and provide how much back total back rent is in arrears.
 - Applicant will also check all the months during which rent was delinquent.
 - If the applicant is not behind on rent, they will select “no” and then chose the option for how the subsidy should be applied:
 - Option 1: Replenish security deposit?
 - Option 2: Pay rent for later months – apply subsidy to next month(s) owed.

STEP 3 – RESIDENTS AND INCOME

- Question: How many people (including yourself, and all other adults and minors) live in the household?
 - Applicant should indicate the total number of adults and minors living together in household.
- Question: Is anyone in your household a United States Citizen or does anyone in your household have eligible immigration status?
 - Applicant should indicate “yes” or “no”.
- Question: Provide the Social Security Number, Tax Identification Number for a person in the household who has United States Citizenship or eligible immigration status.
 - Applicant should provide Social Security Number, Tax ID, Alien Registration Number, or other identification number for member of household who has U.S. Citizenship or eligible immigration status.
- Question: Are there any disabled household members? (Optional)
 - Applicant should indicate “yes” or “no”
- Question: Are there any senior (62+) household members? (Optional)
 - Applicant should indicate “yes” or “no”
- Question: Total monthly income (including all unemployment benefits and Pandemic unemployment benefits) of all adults living in your household prior to March 1, 2020?

- For all members of the households who are 18 or older, applicant should provide their combined income in February 2020.
- Note: Income includes all wages, tips, overtime, salary, recurring gifts, returns on investments, welfare assistance, social security payments, child support payments, unemployment benefits, any benefit, payment or cash grant whose purpose is to assist with rental payments, any payments whose purpose is to replace lost income, and any other government benefit or cash grant for each member of the household.
- Income does not include employment income from children under eighteen years of age, employment income from children eighteen years of age or older who are full-time students, foster care payments, sporadic gifts, groceries provided by persons not living in the household, supplemental nutrition assistance program benefits, earned income disallowance, or the earned income tax credit.
- Question: Total monthly income (including all unemployment benefits and Pandemic unemployment benefits) of all adults living in your residence at the time of this application?
 - For all members of the households who are 18 or older, applicant should provide their combined income on the day they are filing out the application.
 - Note: Income includes all wages, tips, overtime, salary, recurring gifts, returns on investments, welfare assistance, social security payments, child support payments, unemployment benefits, t, Pandemic Unemployment Assistance (PUA) or Pandemic Unemployment Compensation (PUC) payment or cash grant whose purpose is to assist with rental payments, any payments whose purpose is to replace lost income, and any other government benefit or cash grant for each member of the household.
 - Income does not include employment income from children under eighteen years of age, employment income from children eighteen years of age or older who are full-time students, foster care payments, sporadic gifts, groceries provided by persons not living in the household, supplemental nutrition assistance program benefits, earned income disallowance, or the earned income tax credit.
- Question: Excluding any income earned by a full-time student, was there a month in which the total monthly income (including all unemployment benefits and Pandemic unemployment benefits) of all adults living in your residence, was lower than the most recent month?
 - If during April, May, June, or July, the total income (including all unemployment benefits and Pandemic unemployment benefits) for the applicant's household was lower than it is today, the applicant should provide the dollar amount of the lowest income in those months.

- Note: Income includes all wages, tips, overtime, salary, recurring gifts, returns on investments, welfare assistance, social security payments, child support payments, unemployment benefits, Pandemic Unemployment Assistance (PUA) or Pandemic Unemployment Compensation (PUC), payment or cash grant whose purpose is to assist with rental payments, any payments whose purpose is to replace lost income, and any other government benefit or cash grant for each member of the household.
- Income does not include employment income from children under eighteen years of age, employment income from children eighteen years of age or older who are full-time students, foster care payments, sporadic gifts, groceries provided by persons not living in the household, supplemental nutrition assistance program benefits, earned income disallowance, or the earned income tax credit.
- Question: Do you receive Section 8 assistance or live in public housing?
 - Applicant should indicate “yes” or “no”.
- Question: Do you receive any other rental assistance?
 - Applicant should indicate “yes” or “no”. If yes, applicant should use the drop down to select the form of assistance and the dollar amount.

STEP 4 – APPLICANT INFORMATION

Information in this section is utilized to calculate applicant Income status and potential subsidy based on changes to the pre- and post-COVID rental burden.

- Question: Name of primary applicant
 - The applicant should enter First, Middle, Last Name
- Question: Do you have a Social Security Number or Tax Identification Number?
 - The applicant should provide their Social Security Number, Tax Identification Number, Alien Registration number or other identification number. They can choose Neither.
- Question: Date of Birth
 - Applicant should provide their date of birth
- Question: Race (optional)
 - Applicant should use the drop-down box to provide their race
- Question: Ethnicity (optional)
 - Applicant should select “Hispanic” or “Non-Hispanic”
- Question: Email
 - Applicant should provide their e-mail address
- Question: Primary phone number
 - Applicant should provide their primary phone number and indicate if it a mobile telephone number or landline number.

- Question: Preferred method of contact
 - Applicant should choose Email or Text Message
- Question: Are you a full-time Student?
 - Applicant should indicate “yes” or “no”
- Question: PROOF OF IDENTITY
 - Applicant must upload acceptable ID – examples include New York state driver’s license, New York state non-Driver ID, or passport

COMPLETE RESIDENT PROFILES

Here the applicant will provide information for each member of their household.

- Same information above is entered for each member of the household with the exception of: *court-ordered alimony received, spousal support, social security disability, SSI benefits, child support payments*

STEP 5 LANDLORD INFORMATION

Applicant provided information for contacting landlord

- Question: Business Type: Landlord or Property Management Group
 - Applicant will indicate if they make their monthly rental payments to their landlord or to a property management company
- Question: Company Name or Landlord's full name
 - Applicant will provide the full name of the landlord or property management company
- Question: Business Address
 - Applicant will provide the business address of the landlord or property management company
 - Note: Payments will be mailed to this address
- Question: Business Email Address
 - Applicant will provide the email address of the landlord or property manager
- Question: Office Phone Number
 - Applicant will provide the phone number of the landlord or property manager
- Question: PROOF OF RENT AMOUNT
 - Applicant must upload acceptable proof of Rent
 - Lease
 - Rent receipts
 - If above does not exist – applicant will complete the attestation form stating address, rent paid, to who. Check Agree to sign form

STEP 6 REVIEW

This section shows all data entered by applicant and allows applicant to "EDIT" if needed

SIGNATURE

Applicant is authorizing and giving permission to review data entered and compare to third party agencies.

Applicant types Name and submits Application

FINAL CONFIRMATION

Receipt generated with confirmation number and posted date

Applicant should keep receipt for their records.