

# **PLEASE READ CHECKLIST FOR ELIGIBILITY REQUIREMENTS**

## **TENANT BASED RENTAL ASSISTANCE (TBRA) PROGRAM**

### **SECURITY DEPOSIT CHECKLIST**

#### **Who Qualifies:**

- MUST be your first (and only) time requesting Security Deposit Assistance
- Annual Gross Income is at or below 50% median as shown below:

<b>Persons in Household:</b>	<b>Not to exceed:</b>
1	\$22,050
2	\$25,200
3	\$28,350
4	\$31,450
5	\$34,000
6	\$36,500
7	\$39,000
8	\$41,550

#### **Procedures:**

- Application must be COMPLETELY filled out (include N/A or zero (0) where applicable)  
Applications will not be accepted unless **ALL** original required documents are attached.

#### **WE DO NOT HAVE ACCESS TO SECTION 8 FILES! You must provide originals:**

- a) Picture ID for Head of Household
- b) Original Social Security Cards for all members of the household (NO COPIES)
- c) Proposed Lease Agreement (unsigned) with household members names listed and must state amount of REFUNDABLE Security Deposit (Not to exceed the amount of one month's rent)  
**Proposed leases MUST NOT include any prohibited lease terms such as "Jury Trial Waiver" per HUD regulations 24 CFR 92.253**
- d) Proof of Income for all household members (last 2-months of current/consecutive paystubs, an award letter or benefit verification from DES, Social Security or other source, etc.)
- e) Child Support and Alimony income (12-months current history print-out, NOT court order)
- f) Bank statements for all assets (last 2 current/consecutive months, NOT transaction history, must have name and full account number)
- g) Utility Deposit assistance is only approved if rental Security Deposit Assistance is approved  
You MUST contact the utility provider to setup your account. They will provide you a letter that includes your name, address of unit and the account #. You are responsible to have a copy of this document at the time we accept the application. **We will not print this document for you.**  
\*\* SRP customers ONLY – utility deposit assistance will be for the M-Power accounts ONLY

**SRP Customers - (602) 236-8888**

**COM Customers– (480) 644-2221**

- All units MUST be inspected before we can issue a check to the landlord.
- Landlord MUST agree to terms of the program.
- We ARE UNABLE to provide assistance if you've already moved into the unit or signed a lease.
- Payment will be sent DIRECTLY to the Landlord and/or Utility Company – May take approximately 14 business days. **Assistance is based on availability of funding.**
- Additional documents may be required to verify income and eligibility for the TBRA program.