Thank you for your interest in applying to South Bay Community Services (SBCS) COVID-19 Rental Assistance Program to help those who have suffered a loss in income and are unable to pay all or part of their rent because of financial problems related to COVID-19.

**You must meet ALL of the following requirements to be eligible to receive rent assistance:**

- Valid written rental or lease agreement in your name for a housing located in the City of Chula Vista that is:
  - An apartment,
  - Condo,
  - Townhome,
  - Single family home, or
  - Mobile home;
  
  *Please note you are NOT eligible if you are renting from a relative.*

- Rent must not exceed the following:

<table>
<thead>
<tr>
<th>Unit Size</th>
<th>Maximum Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td>$1,685</td>
</tr>
<tr>
<td>1 bedroom</td>
<td>$1,879</td>
</tr>
<tr>
<td>2 bedroom</td>
<td>$2,443</td>
</tr>
<tr>
<td>3 bedroom</td>
<td>$3,472</td>
</tr>
<tr>
<td>4 bedroom</td>
<td>$4,291</td>
</tr>
</tbody>
</table>

- Total household income (all persons over 18 years old) within the past 30 days must be at or below the following:

<table>
<thead>
<tr>
<th>Household Size</th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
<th>4 Person</th>
<th>5 Person</th>
<th>6 Person</th>
<th>7 Person</th>
<th>8 Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Monthly Income</td>
<td>$5,392</td>
<td>$6,163</td>
<td>$6,933</td>
<td>$7,700</td>
<td>$8,317</td>
<td>$8,933</td>
<td>$9,550</td>
<td>$10,167</td>
</tr>
</tbody>
</table>

- Current on all rent prior to March 1, 2020; and
- Must not be facing current eviction proceedings for issues other than non-payment of rent from March 1 to the present; and
- Must not be receiving any other form of rental subsidy such as Section 8; and
- Must be facing a financial hardship due to COVID-19 (coronavirus)

*Examples of impact(s) by COVID-19 include but are not limited to the following:*

- Job loss, furlough or layoff
- Reduction in hours of work or pay
- Store, restaurant, office or other business closure
- The extended need to miss work to care for a home-bound, school age child or elderly person if no other responsible adult is available to provide such care
APPLICATION INSTRUCTIONS

☐ Applications must be fully and properly completed together with all required supporting documents.

☐ Applications will be processed on a “First-Come, First-Served basis” based on submission of a complete application including all required supporting documents. Please note funding is limited and there is no guarantee that assistance will be provided.

Prior to completing the application, please make sure that you meet all the requirements listed above and can provide the supporting documentation/information.

Please review your application carefully before submitting. Incomplete applications, including the required support documentation will be denied due to lack of information to determine qualifications for the Program.

REQUIRED DOCUMENTS:

- Completed Application
- Copy of Government Issued Identification for each Adult Household Member
- Copy of written Lease or Rental Agreement showing your name
- Copy of 2019 federal tax return
  - If the income from your 2019 tax return disqualifies you and you meet income eligibility requirements currently, provide paystub within past 30 days (if any) for each Adult Household Member and cash assets such as bank accounts, 401k, Life Insurance Policy or any other assets, a copy of balance statements within the past 30 days for each Adult Household Member
  
- If you have not filed a 2019 federal tax return, provide paystub within past 30 days (if any) for each Adult Household Member and cash assets such as bank accounts, 401k, Life Insurance Policy or any other assets, a copy of balance statements within the past 30 days for each Adult Household Member

SUBMITTAL OF APPLICATION:

You may return your completed application and required supporting documents one of the following ways:

Drop Off: South Bay Community Services is located at the second floor of the First Bank building at 318 4th Ave. Chula Vista, CA 91910 (Monday- Friday 8:30am-5:00pm)

Email: rentalassistance@csbcs.org

Emailed application packages must be sent by 5:00 p.m. on the due date indicated above. Be sure to include all supporting documents with your email.