

# 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:

Persons in Household:	Not to exceed:
1	\$22,100
2	\$25,250
3	\$28,400
4	\$31,550
5	\$34,100
6	\$36,600
7	\$39,150
8	\$41,650

### Procedure:

- Application is COMPLETELY filled out (include N/A)  
All the required documents must be attached
- Picture ID for Head of Household
- Original Social Security Cards for all members of the household
- Proposed Lease Agreement with household members names listed and amount of REFUNDABLE Security Deposit (Not to exceed the amount of one month's rent)
- If requesting Utility Deposit assistance also, attach copy of utility deposit statement
- Proof of Income for all household members (2-months of current and consecutive paystubs, award letter or benefit verification from DES, Social Security or other source, etc.)
- Child Support and Alimony income (12-months history print-out)
- Bank statements for all assets (last 2 current)

Once information is verified, Housing will send a Letter of Intent to the Landlord and/or Utility Company.\*

\*Utility assistance is only given if accompanied with rental security deposit assistance.

- SRP customers – utility deposit will be for the M-Power accounts ONLY

All units MUST be inspected before we can issue a check to the landlord.

We cannot provide assistance if you've already moved into the unit.

Check will be sent DIRECTLY to the Landlord and/or Utility Company – May take approximately 14 days.

Assistance is based on availability of funding.

Additional documents may be required to verify income and eligibility for the TBRA program.

The security deposit program is an incentive to the tenant to keep the unit in good shape so when moving out of the unit the refundable security deposit is refunded to tenant.