



NEIGHBORHOOD & BUSINESS
SERVICES

TENANT BASED RENTAL ASSISTANCE (TBRA) PROGRAM
GUIDELINES

Program Overview

The City of Greenville Tenant Based Rental Assistance (TBRA) Program is designed to provide rental assistance to low-income (50% AMI or less) residents who have experienced economic hardship and cannot afford to pay their rent. The program provides eligible households with one-time assistance of up to \$2,000 not to exceed three months of previous owed rent expenses (Program will not pay for future rent, deposits or utilities).

Program is subject to funding availability. Utility costs are not qualifying expenses. This program is only available to applicants who are renters. The program will not issue payments directly to applicants, but rather payments will be sent directly to landlords which must be willing to participate in this program. Landlords must be able to provide the City with completed W-9s and ACH/Direct Deposit forms.

The ability to submit an application for this program does not constitute acceptance, meeting minimum qualification criteria, nor is it a guarantee of a program award. All information submitted will be individually verified and households who provide misleading or false information or who apply more than once for the program (even under a different family member) will be disqualified.

Applications are available online or can be obtained in person during open hours Monday – Friday, 8am – 5pm, with the Neighborhood & Business Services Department, Community Development Division located at 201 W. Fifth Street, Greenville, NC.

The completed application with all required documents must be submitted to **Lori Ellyn Guttman, Program Coordinator, Community Development Division**.

For additional information please Call: 252-329-4607 or email: lguttman@greenvillenc.gov.

Eligibility

To qualify, residents must meet the following requirements:

1. Must be a city of Greenville resident, renting within the City Limits of Greenville;
2. Not able to pay rent due to loss of income related to financial hardship. Must be able to demonstrate loss of employment income or increase of household or medical expenses after January 1, 2023.
3. Current total household annual income is less than:
 - \$26,250 for an individual household
 - \$30,000 for a two-person household
 - \$33,750 for a three-person household
 - \$37,700 for a four-person household
 - \$40,500 for a five-person household

(The income cap continues to increase with household size)

4. Meets at least one (1) of the following conditions:
- Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance.
 - Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance.
 - Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place to live.
 - Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two or more persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau.
 - Otherwise live in housing that has characteristics associated with instability and an increased risk of homelessness.
5. Applicant/Landlord must NOT be receiving rent subsidies from any other federal, state, and/or local program for the unit the applicant is living in. Such programs include but are not limited to: Section 8 Housing Choice Voucher, HOPWA Tenant Based Rental Assistance, Public Housing, Section 202, or VASH.
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January 2, 2024. The application period will be open until enough applications have been received to deplete the funding available for this program.

If you do not have internet access through a computer, your Apple or Android-based phone or you need assistance applying, please contact us at 252-329-4481.

Documentation Required:

Below is the documentation you will be required to provide with the application. The City will not notify of eligibility until all documentation has been received.

1. Copy of current valid NC Driver's License or Government issued Photo ID for all household members 18 years old or older;
2. Copy of Birth Certificate for all household members 17 years old or younger.
3. Demonstration of economic hardship (*i.e., loss of income, incurred significant costs, or experienced financial hardship*);
4. Three (3) most recent paystubs and current W2, and/or other sources of household income (*Social Security, Supplemental Income, Pension, Unemployment Benefits, other public assistance*) for all household members 18 years and older;
5. Most recent Tax Returns;
6. Self-Certification Statement of income, self-employment, and assets;
7. Copy of current executed lease agreement under applicant's name or showing applicant as tenant. The address of the property listed on the lease agreement must be located within City of Greenville limits; and
8. Copy of rental ledger statement showing all payments, non-payments and current balance owed for the entire year or current duration of lease agreement.

NOTE:

Guidelines, forms, and other documents utilized for this program are subject to change from time to time to ensure proper utilization of public funding.

Any outstanding and/or missing required documentation not received within 7 days of the City of Greenville's request may result in rejection of your application.