**Program Overview**

The City of Greenville’s Tenant Based Rental Assistance (TBRA) Program will begin accepting applications as of **January 2, 2024**.

Funding is only available to applicants who are renters and will assist those who qualify with up to three-month’s rental assistance, not to total more than $2,000 to low-income (50% AMI or less) residents who have experienced economic hardship and could not afford to pay their rent.

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.

Submitting 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 obtained in-person during office hours (Monday-Friday, 8am-5pm) with the Neighborhood & Business Services Department, Community Development Division located in the Municipal Building at 201 W. Fifth Street, Greenville, NC.

**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 for rent due to loss of income related financial hardship. Must be able to demonstrate loss of employment income or increase of household/medical expenses after January 1, 2023.
3. Current 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
	* $37,500 for a four-person household
	* $40,500 for a five-person household

*(income cap continues to increase with household size increase)*

1. Applicant/Landlord must not be receiving rental subsidies for which they are applying that may be considered duplication of benefits from any other federal, state, and/or local program for the unit in which the applicant is living. Such programs include but are not limited to: Section 8 Housing Choice Voucher, HOPWA Tenant Based Rental Assistance, Public Housing, Section 202, VASH, or others.

**How do I Apply?**

The application period begins at **8am, Tuesday, January 2, 2024.**

Please [click here to download](https://greenvillenc.gov/home/showdocument?id=21794) the application.

If you do not have internet access through a computer or your phone or you need assistance applying, please contact us at 252-329-4607.

**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.

[Click here](https://greenvillenc.gov/home/showdocument?id=21470) for the complete guidelines for the City's Tenant Based Rental Assistance (TBRA) Program.