

Illinois Court-Based Rental Assistance Program

Illinois Housing Development Authority
Special Needs Housing: Combating Homelessness

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Addressing Housing Instability in Illinois: The Role and Necessity of Funding the Court-Based Rental Assistance Program

After the renter protections enacted during the pandemic were lifted, housing insecurity intensified across the United States. Tenants faced eviction due to financial hardships, with low-income and minority households disproportionately affected. Recognizing the urgent need for intervention, the Illinois Housing Development Authority (IHDA) launched the Court-Based Rental Assistance Program (CBRAP) to support tenants engaged in the court’s eviction proceedings.

CRABP is integrated into Illinois’ legal process to provide up to \$15,000 in financial relief at a critical juncture to ensure both the tenant and housing provider reach a mutual beneficial conclusion. Seeing the need and benefits of the program, CBRAP became Illinois’ first permanent, statewide rental assistance program funded one hundred percent by state funds. The State has taken a giant step forward to address housing instability and homelessness by ensuring low-income renters and their families continue to have access to housing as they regain their financial footing.

Request for Rental Assistance

Recognizing the program’s previous success in preventing evictions and stabilizing communities, the Illinois General Assembly allocated resources to ensure CBRAP could continue to serve tenants facing eviction due to non-payment of rent. The initial budget request was for \$35 million as part of the “[Home Illinois: Illinois’ Plan to Prevent and End Homelessness](#),” but the final appropriation line-item was for \$75 million as lawmakers saw the positive impact this program has had on the people of Illinois. This legislative action demonstrated a strong commitment to housing security and acknowledged the urgent need for targeted, timely intervention in the eviction process. By funding CBRAP, the Illinois General Assembly reinforced the state’s broader goals of housing equity, economic recovery, and public health, ensuring that vulnerable Illinoisans have access to the support they need to remain in their homes.

Need for CBRAP in Illinois

According to the U.S. Census Bureau's 2023 American Community Survey, nearly [47% of Illinois renters are cost-burdened](#), spending more than 30% of their income on housing. For extremely low-income renters, this burden is even heavier. The National Low Income Housing Coalition reports that [for every 100 extremely low-income renter households in Illinois, only 34 affordable and available homes exist](#). This lack of affordable housing leads to increased eviction risk and housing instability.

Data from Princeton University’s Eviction Lab shows that eviction filings in Cook County rebounded to pre-pandemic levels by mid-2023. In Chicago alone, more than 21,000 eviction cases were filed in 2023, a 20% increase over the prior year. Many of these filing’s stem from tenants’ inability to pay rent due to job loss, illness, or other disruptions. Unlike traditional rental assistance programs, which may have lengthy approval processes and are not connected to the eviction legal proceedings, CBRAP begins when the court process begins.

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Court-Based Rental Assistance Program*

Understanding the CBRAP Program

Either the tenant or the landlord can initiate the CBRAP application which will be matched together in the system based on the rental property address. If the tenant applies before the landlord, the landlord is then notified via email and invited to apply and vice versa. CBRAP offers up to \$15,000 in emergency rental assistance to tenants actively engaged in eviction proceedings due to non-payment of rent. Administered by IHDA, the program provides funds to cover past-due rent, up to two months of future rent, and up to \$500 in court costs paid directly to the landlord. CBRAP assistance is structured as a grant, meaning it does not require repayment. A crucial feature of the program is that when both tenant and landlord participate and assistance is approved, the eviction case must be dismissed with prejudice, ensuring the tenant's continued housing security and protecting them from future litigation for the same rental period.

The program's integration with the court system is particularly innovative. By providing rental assistance directly within the eviction process, CBRAP not only helps tenants maintain housing but also supports judicial efficiency and reduces the social and financial costs associated with evictions.

Tenant Direct

For tenants without landlord cooperation, IHDA also offers a "Tenant Direct" option, allowing tenants to receive funds directly to help secure new housing. In Cook County, the program works alongside local "Right to Cure" laws, providing tenants the ability to stay in their homes by paying off arrears before final eviction orders are entered.

To qualify for CBRAP, tenants must have a pending eviction case for non-payment of rent, an income below 80% of the Area Median Income, and reside in Illinois as their primary residence. Approved applicants will receive up to two months' rent to help secure a new unit. This targeted approach ensures the most vulnerable tenants, those actively at risk of losing their homes, receive timely support.

Outreach and Equity

After administering multiple emergency rental assistance programs due to the pandemic, IHDA sought process improvement to best administer CBRAP. Prior to launch, IHDA connected with legal aid organizations, the Illinois Supreme Court, property owner associations, housing advocates, and others to better design and implement CBRAP.

The [CBRAP resources page](#) offers a comprehensive suite of tools and information designed to assist renters, landlords, and housing advocates in multiple languages. This includes a 'how to apply' video, various application guides, program documents, frequently asked questions, flyers, etc. If a customer is having issues due to a language barrier, they can schedule a phone appointment with a CBRAP representative and a translator based on their predominant language to ensure no one is unable to apply because of not understanding the application.

Additionally, IHDA created a database of public libraries and courthouses throughout Illinois that offer technological services to help potential applicants who are facing barriers to applying. This list was

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Special Needs Housing – Combatting Homelessness
Court-Based Rental Assistance Program*

distributed to housing stakeholders, courts, and other public entities to have available should someone reach out struggling to apply because of not having proper devices to upload supporting documentation.

Lastly, both landlords and tenants who apply will be asked to participate in a survey about CBRAP. The goal of the survey is to obtain tangible data about the impact of CBRAP, to allow for IHDA to better understand how accessible the program should there be a need to shift outreach efforts.

Impact

Since launching CBRAP in September 2024, the state of Illinois has used its own funds to prevent thousands of evictions and stabilizing housing for vulnerable renters. As of April 13, 2025, more than 5,500 applications have been approved, resulting in more than \$45 million being disbursed to support tenants at-risk of displacement. CBRAP has provided an average of \$8,197.89 per household, with the majority of approved applicants earning below 50 percent of the Area Median Income. Notably, 72 percent of beneficiaries identified as Black or African American, reflecting CBRAP's role in advancing equity and addressing racial disparities in housing instability. Through matched applications between landlords and tenants, as well as direct-to-tenant funding for those without landlord participation, CBRAP has become a lifeline for renters navigating the threat of eviction, while strengthening community resilience statewide.

Impact and Broader Implications

By helping tenants stay in their homes, CBRAP reduces the burden on shelters, emergency services, and public health systems. Eviction often leads to a cycle of poverty and housing instability, affecting employment, education, and mental health. The Urban Institute notes that individuals who experience eviction are more likely to suffer from long-term health issues and struggle with employment, particularly when children are involved.

CBRAP's preventative approach also offers cost savings to the state. The estimated cost of an eviction, including court proceedings, emergency housing, and lost economic productivity, far exceeds the cost of providing rental assistance. By intervening early, CBRAP prevents displacement, keeps communities stable, and allows tenants the time and resources to recover from financial shocks.

Conclusion

The Court-Based Rental Assistance Program shows how taking a new approach to addressing continuing housing problems can help different levels of government understand the importance of keeping people housed. By combining financial relief with legal intervention, CBRAP provides immediate and meaningful support to tenants at risk of eviction in Illinois. Census and eviction data underscore the urgent need for such a program: housing insecurity is widespread, affordable housing is scarce, and eviction rates are rising. CBRAP offers a lifeline to those on the brink by preserving homes, protecting families, and promoting housing justice. Continued investment in and expansion of programs like CBRAP is essential for a more equitable and resilient Illinois.



COURT BASED RENTAL ASSISTANCE PROGRAM

Processing and Payout Dashboard
 Cumulative through 4/13/2025
 Portal Open September 2024

Application Status

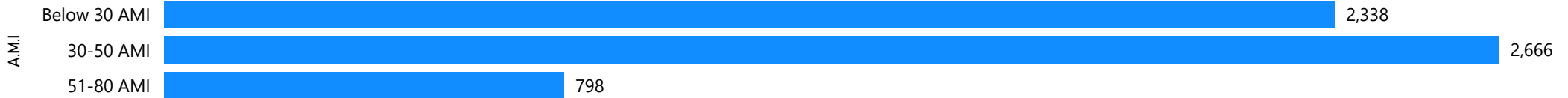
8,653 Applications Matched*	5,978 Tenant Direct Payment Eligible	1,335 Unmatched LL	5,505 Count of Disbursed	45.13M Amount Disbursed	8,197.89 Average Amount Disbursed
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Applications Matched

Status	Counts	Total Amount
Approved	5,032	43.82 M
Denied	2,798	20.14 M
Cure**	517	3.56 M
QC***	306	2.61 M

Tenant Direct Only Applications

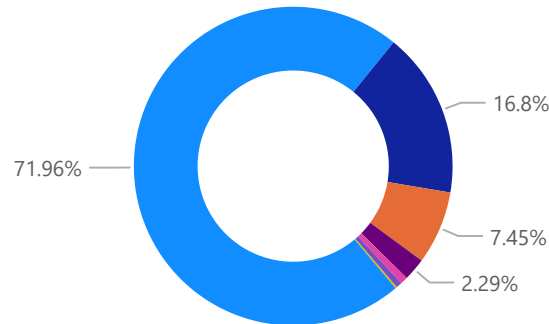
Status	Counts	Total Amount
Approved	770	3.82 M
Denied	3,897	22.16 M
Cure**	447	3.05 M
QC***	42	234,708
Submitted (Waiting for Match)	822	5.33 M



Demographic Statistics of Approved Applications

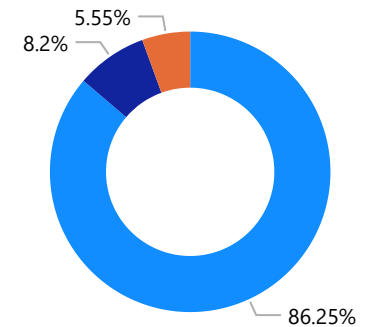
Race

- Black or African American
- White or Caucasian
- Do not wish to report
- Mixed
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander



Ethnicity

- Not Hispanic or Latino
- Hispanic or Latino
- Do not wish to report



Weekly Call Center Statistics April 7-11

Received calls 1,713 Avg. Talk Time including Wait Time 6m:19sec

* Matched applications - applications completed by both parties, landlord and tenant, and ready for review
 ** Cure applications – Needs More Info and New Update by Applicant applications
 *** QC could entail the following subjects – Potential Fraud, Duplicates, Compliance



How to Apply: State Court-Based Rental Assistance Program (CBRAP) for Tenants

Strategic Response Unit

Illinois Housing Development Authority



Contents

- Introduction to State CBRAP
- State CBRAP Payments, Benefits, and Timeline
- Application Process Overview
- Other Important Information
- Call Center & Resources



Payments and Benefits



Up to \$15K per household from IHDA



Payment of past due and future rent + court costs



Tenants avoid eviction/Eviction is dismissed in court

- Joint application between tenant and landlord
- Past due rent can date back to March 13, 2020
- Payments will be made directly to the landlord via check
- Up to \$500 in court costs may be awarded to the landlord; support is required
- Landlords must waive all fees and penalties associated with the eviction
- **Tenant Direct Assistance:** Tenants in court eviction may be eligible for two future months' rent if their landlord opts not to participate



State CBRAP Framework

- State CBRAP serves Illinois residents in all 102 counties
- There are 24 Circuit Courts + Cook County in Illinois
- Tenants must be in active court eviction proceedings to qualify

Illinois Circuit Court Map





Tenant Application Walkthrough

State CBRAP Intervention in the Eviction Court Process

1. Notice to Terminate Tenancy

Advanced notice is required before starting an eviction case in court.

If the tenant pays within the notice period, the landlord must accept the payment.

2. Service of Complaint and Summons

Landlords can file an eviction case in court after the notice period ends (five to 30 days).

Information about CBRAP will be provided with the court summons for tenants, encouraging them to apply for assistance.

3. First Court Date

This is the first opportunity for the court to hear from the landlord and tenant and determine a resolution.

Tenants may request a continuance to apply for CBRAP.

4. Connection with IHDA CBRAP

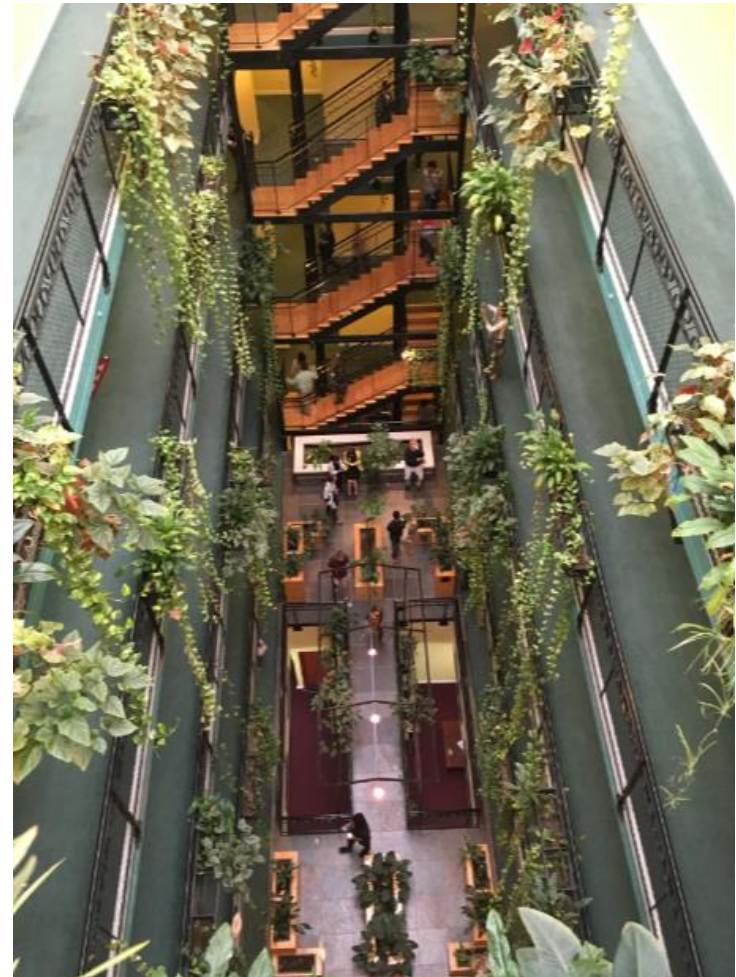
The eviction litigant is connected to the program via legal assistance, a court navigator, or information provided by the court in the summons documents.

CBRAP assistance is paid, the landlord dismisses the eviction with prejudice, and the tenant remains stably housed.



Who Is Eligible?

- Must be in active court eviction proceedings due to non-payment
- Tenant is still living in the rental unit (subject to eviction) located in Illinois
- Household must earn at or below 80% of the Area Median Income
 - Example: In Cook County, limit is \$57,650 for one person or \$82,300 for a family of four
- One-time benefit per household
 - Previous assistance is not counted
- Proof of citizenship is not required





State CBRAP Tenant Application Process



Required Documents

For Tenants

- Government-issued photo ID
- Proof of address (dated within 60 days)
- Proof of household income
- Evidence of past-due rent
- Eviction court complaint or summons: court-case number and tenant name must be listed on the eviction document
- Current signed lease (if available)
- Proof of public assistance (if applicable)
- Valid email addresses for tenant and landlord

For Landlords

- Proof of ownership
- Proof of unpaid rent (ledger is required)
- Current signed lease (if available)
- Government-issued photo ID, Certificate of Good Standing, or Articles of Incorporation
- Fully executed and current property management agreement (if applicable)
- Eviction court complaint or summons; court-case number must be listed on the eviction document
- Valid email addresses for tenant and landlord.



Application Steps

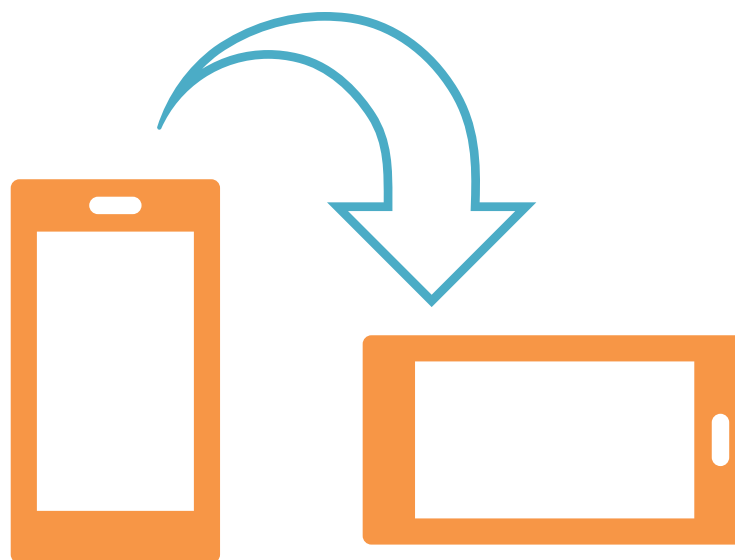
1. Access application at www.illinoishousinghelp.org/cbrap
 2. Answer pre-eligibility questions
 3. Create account using email address
 4. Check email to activate account
 5. Login to account and click **“Start New Application”**
 6. Wait until you see **“Application Submitted”** before closing your web browser!
- Either tenant or landlord can apply first
 - File status will be “Submitted, Waiting for Match” until both parties submit their applications
 - File is “matched” based on the rental unit address
 - IHDA can manually match an application, if necessary
 - Login to check application status
 - Do not submit application unless you can upload all required documents



Best Practices

Before starting the application, keep in mind these tips:

- If you are applying on a phone, flip your phone horizontally to best see the entire application
- Have all documents ready. Acceptable document types are PDF, JPEG/JPG, and PNG





Application Process: Tenant Application Walkthrough

IHDA Application | Tenant Dashboard Logout

Court Based Rental Assistance Program (CBRAP)

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

My Applications

Preferred Language *
English

[+ Start New Application](#)

To avoid delays in your application review, ensure all required documents are uploaded. Make sure documents are legible (not cut off or blurry), and show full names, addresses, and dates. A list of acceptable documents can be found [here](#)

If your status says **"Needs More Info"**, once you upload your documents, please give IHDA time to process the new information. Your status will not change immediately.

If you are a Tenant, and your Status is **"Submitted, Waiting for Match"**, you may be eligible to receive CBRAP assistance directly. Please check your email for instructions on next steps.


All My Applications

Application Number	Status	Application Type	Date Submitted	Name	Address	Assistance Requested	Add Document
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Login to your account and click "Start New Application"



Progress bar: **Get Started** (active), Details, Household, Identity, Income, Rental Assistance, Landlord, Summary

IHDA Application | Application Logout |  Need Help?

Court Based Rental Assistance Program (CBRAP)


ILLINOIS HOUSING
DEVELOPMENT AUTHORITY

Choose your preferred language and click 'Save and Next' to begin the application.

Preferred Language *

English ▼

Save and Exit Save and Next


- Choose your preferred language: English or Spanish
- After completing each section, click “Save and Next” to continue
- If you start but cannot complete, click “Save and Exit” to save your progress



Progress bar: **Get Started** (checked), **Details** (active), Household, Identity, Income, Rental Assistance, Landlord, Summary

IHDA Application | Application Logout | ? Need Help?


Court Based Rental Assistance Program (CBRAP)



Applicant Details

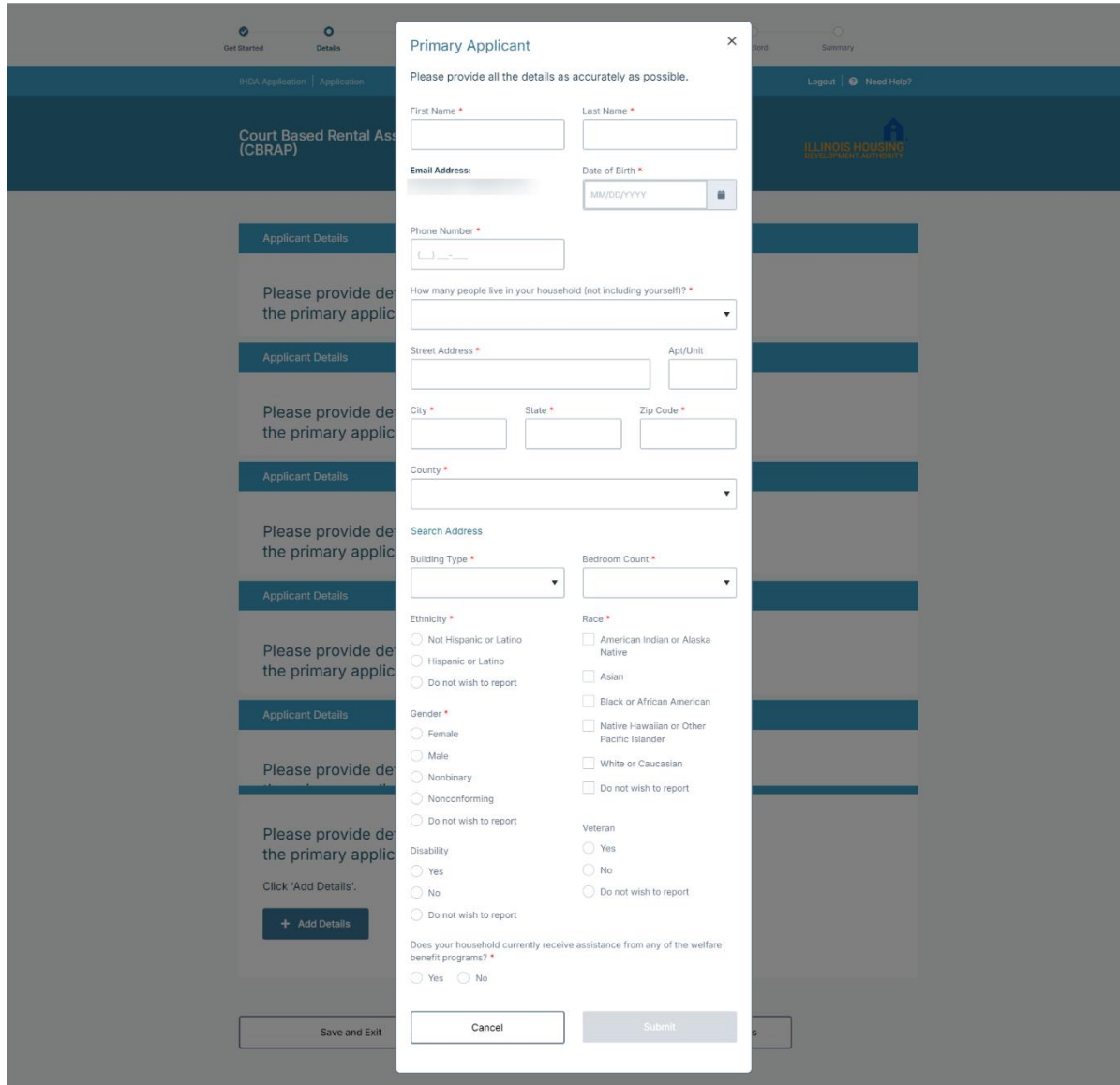
Please provide details about yourself as the primary applicant

Click 'Add Details'.

 **+ Add Details**

Save and Exit **Previous**

Applicant Details Section



The screenshot shows a web application interface for a tenant application. A modal window titled "Primary Applicant" is open, overlaying the main application form. The modal contains the following fields and options:

- First Name *** and **Last Name ***: Text input fields.
- Email Address:** Text input field.
- Date of Birth ***: Date picker (MM/DD/YYYY).
- Phone Number ***: Text input field with a country code dropdown.
- How many people live in your household (not including yourself)? ***: Dropdown menu.
- Street Address *** and **Apt/Unit**: Text input fields.
- City ***, **State ***, and **Zip Code ***: Text input fields.
- County ***: Dropdown menu.
- Search Address** section:
 - Building Type ***: Dropdown menu.
 - Bedroom Count ***: Dropdown menu.
- Ethnicity ***: Radio buttons for "Not Hispanic or Latino", "Hispanic or Latino", and "Do not wish to report".
- Race ***: Checkboxes for "American Indian or Alaska Native", "Asian", "Black or African American", "Native Hawaiian or Other Pacific Islander", "White or Caucasian", and "Do not wish to report".
- Gender ***: Radio buttons for "Female", "Male", "Nonbinary", "Nonconforming", and "Do not wish to report".
- Veteran**: Radio buttons for "Yes", "No", and "Do not wish to report".
- Disability**: Radio buttons for "Yes", "No", and "Do not wish to report".
- Does your household currently receive assistance from any of the welfare benefit programs? ***: Radio buttons for "Yes" and "No".

At the bottom of the modal are "Cancel" and "Submit" buttons. The background application form is partially visible, showing sections for "Applicant Details" and "Please provide details for the primary applicant".

Applicant Details Section:

- Input all required information in this section and click "SUBMIT"
- If you answer the final question YES, you will need your government public benefits documentation. See next slide.



Does your household currently receive assistance from any of the welfare benefit programs? *

Yes No



Please select document type and attach your program issued award letter, which MUST include your current address. *

SNAP (Supplemental Nutrition Assistance Program)
TANF (Temporary Assistance for Needy Families)
Medicaid
Medicare Part D Low Income Subsidies
Head Start
Low-income Home Energy Assistance
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

Applicant Details Section:


- If you answer YES to this question, you must upload your award or explanation letter for one of the programs listed in the drop down
- The document should include your name



Progress bar: Get Started (checked), Details (checked), Household (active), Identity, Income, Rental Assistance, Landlord, Summary

IHDA Application | Application Logout | Need Help?

Court Based Rental Assistance Program (CBRAP)



Household Details


Applicant Details

Full Name	
Tester1 LastName	
Email	mail.com
Phone Number	555-555-5555

Please provide details about each adult (18+) member of your household who has an income.

[+ ADD HOUSEHOLD MEMBER](#)

[Save and Exit](#) [Previous](#) [Save and Next](#)



Household Details Section:


- You will provide details for all adults in the household that are 18 years or older
- If there are no other adults in the household, you can click “Save and Next” to continue with the application



Household Member Details ×

First Name *

Last Name *

Date of Birth * 


These are the details you will need to provide for each adult
in your household



Progress bar: Get Started (checked), Details (checked), Household (checked), **Identity** (active), Income, Rental Assistance, Landlord, Summary

IHDA Application | Application Logout | ? Need Help?

Court Based Rental Assistance Program (CBRAP)



ILLINOIS HOUSING
DEVELOPMENT AUTHORITY

Identity

Identity Verification

Primary Applicant

Full Name
Tester1 LastName



Identity Verification Section



Proof of Address for Residency on Application

Please select document type and attach one of the following. The document must include the applicant's name, rental address and be dated within 60 days of applying. Cut off or blurry documents will delay application review.

You must click the save button after documents upload

Document Type *

Document Type *

- Utility Bill (gas, electric, water, trash, etc.)
- Rental Insurance Policy
- Cable/Internet Bill
- Cell Phone Bill

Proof of Identity

Please select document type and attach a clear copy of your government-issue photo ID. Cut off or blurry documents will delay application review.

Document Type *

Document Type *

- Government Issued Driver's License or REAL ID
- Temporary Visitors Driver's License
- Government Issued Photo ID Card
- Matricula Consular or any Foreign Consulate ID
- U.S. or Foreign Passport
- U.S. Permanent Residency Resident Card
- Chicago CityKey ID Card

Identity Verification Section:


- Upload one of the residency documents from the dropdown; the document should include your name, address, and be dated within 60 days
- Upload one of the photo IDs listed in the dropdown



Progress bar: Get Started (checked), Details (checked), Household (checked), Identity (checked), **Income Attestation** (active), Rental Assistance, Landlord, Summary

IHDA Application | Application Logout | Need Help?

Court Based Rental Assistance Program (CBRAP)



Attestation

I attest that I am receiving assistance from one of the following programs SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families), Medicaid, Medicare Part D Low Income Subsidies, Head Start, Low-income Home Energy Assistance, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) *

Sign above

or Type your Signature below

Save and Exit

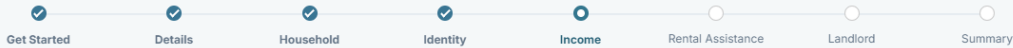
Previous

Income Verification Section:

- If you answered YES to receiving government benefits, you will complete the Income Attestation Section pictured here
- If you answered NO to receiving government benefits, you will complete the Income Verification Section shown on the next slide



Tenant Application Walkthrough



IHDA Application | Application

Logout | ? Need Help?

Court Based Rental Assistance Program (CBRAP)



Income Verification

The Court-Based Rental Assistance Program requires that the tenant household income be below 80 percent of the area median income, as adjusted for household size. In order to determine if your household is within the income limit, we need to review the income for each adult (18+) wage earner living in the rental unit.

Please provide one or more of the following documents, all documentation must be from the same calendar year, cut off or blurry documentation will cause delays.

- Most recent Filed Tax Return (Form 1040) – Pages 1 and 2
- Most recent W-2 tax forms
- 1099 forms for most recent tax year
- Last paystub showing year to date income earned for the most recent end of year
- Most recent paystub
- Most recent Benefit award letter, statement or payment detail (for example: SSI, PUA, or Unemployment Benefits)
- Most recent profit & loss statement, include Adjusted Gross Income (self-employed or contract work)

To proceed to the next step, you must take the following actions:

- Add Document
- Add Income
- Add Signature

Full Name	Income	Documents	Income	Sign
Tester1 LastName		Add Documents	Add Income	Add Sign
Household Member		Add Documents	Add Income	Add Sign

Category	Type	Associated to
There are no documents to display.		

Save and Exit

Previous

Save and Next

- Income Verification Section:
- Add income document(s), add income details, and add a signature for each adult in the household



Tenant Application Walkthrough

Upload Documents

You must click the save button after each document upload

Type	
Most recent Filed Tax Return (Form 1040) – Pages 1 and 2	<input type="button" value="Add"/> Category 1
Most recent W-2 tax forms	<input type="button" value="Add"/> Category 2
1099 forms for most recent tax year	<input type="button" value="Add"/> Category 2
Last paystub showing year to date income earned for the most recent end of year	<input type="button" value="Add"/> Category 2
Most recent paystub	<input type="button" value="Add"/> Category 2
Most recent Benefit award letter, statement or payment detail (for example: SSI, PUA, or Unemployment Benefits)	<input type="button" value="Add"/> Category 3
Most recent profit & loss statement, include Adjusted Gross Income (self-employed or contract work)	<input type="button" value="Add"/> Category 3

Income Verification Section:

- For each document uploaded, please choose the type from the list
- For each household member, you only need the relevant documents from ONE of the categories shown here
- If you receive different types of income, you may need to upload more than one document type for categories 2 and 3
- All documents uploaded should be from the same calendar year
- Household members that have no income can complete an income attestation and upload to “Most recent paystub”
 - [INCOME ATTESTATION FORM](#)



Household Income ×

Tester1 LastName ▼

Select monthly income or annual income for most recent year to enter amount: *

Monthly Income

Annual Income

Enter your most recent income from all sources:

Total Income

\$

Save

Income Verification Section:

- Each household member must input their total income
- This can be input as either annual or monthly income
- The total income input should correspond to the documents you uploaded
- If you have difficulty determining your annual or monthly income, please enter the amount closest to your total income and reviewers will update your income as necessary during review



Signature



Sign above

or Type your Signature below

Please enter your full name

I hereby attest that all income information included is correct and complete. *

I hereby attest that all income information included is correct and complete is required.

Cancel

Save

Income Verification Section:

- Each household member will sign and attest to their income information provided



Example of complete Income Verification Section

✓ Get Started | ✓ Details | ✓ Household | ✓ Identity | ○ Income | ○ Rental Assistance | ○ Landlord | ○ Summary

IHDA Application | Application
Logout | Need Help?

Court Based Rental Assistance Program (CBRAP)

Income Verification

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- Last paystub showing year to date income earned for the most recent end of year
- Most recent paystub
- Most recent Benefit award letter, statement or payment detail (for example: SSI, PUA, or Unemployment Benefits)
- Most recent profit & loss statement, include Adjusted Gross Income (self-employed or contract work)

To proceed to the next step, you must take the following actions:

- Add Document
- Add Income
- Add Signature

Full Name	Income	Documents	Income	Sign
Tester1 LastName	10000	✓ Document Added	✓ Income Added	✓ Signed
Household Member	12000	✓ Document Added	✓ Income Added	✓ Signed

Category	Type	Associated to		
Income	Most recent Filed Tax Return (Form 1040) – Pages 1 and 2	Tester1 LastName	View	Delete
Income	Most recent Filed Tax Return (Form 1040) – Pages 1 and 2	Household Member	View	Delete

Save and Exit

Previous

Save and Next



Progress bar: Get Started, Details, Household, Identity, Income, **Rental Assistance**, Landlord, Summary

IHDA Application | Application Logout | Need Help?

Court Based Rental Assistance Program (CBRAP)

Rent Assistance

Please select the months and amounts for which you are requesting rental assistance.

Please add all of the months you are past due.

Indicate the actual amount owed to your landlord. If that amount exceeds \$15,000 the grant will be capped at \$15,000.

Please provide official court documentation, signed and sealed by the Circuit Court that includes the Plaintiff (Landlord/Owner), Defendant (Tenant) and Case number that reflects you have a pending eviction due to nonpayment.

Does your household need 2 months of future rental assistance to achieve housing stability?

Select Yes or No:

yes no

Rent

File Type	File Name
No documents to display.	

Rent Assistance Section:

- Confirm if future rent, up to two months, is needed
- Add all months you're past-due on rent
- Upload court document showing you have an eviction case
- Upload documents that show how much rent you owe



Add Rent and Amount

Add rent month and amount

Select Month *

Contracted Monthly Rent *

Current Assistance Award Programs

- Housing Choice Voucher
- Public Housing
- Project-Based Rental Assistance / Section 8
- Other Rental Assistance
- No Assistance

Monthly Rent Already Paid *

Amount Owed

Add

Cancel

Rent Assistance Section:

- For all months you are past-due, you will input
 - The month/year past-due (choose from the drop down)
 - Your monthly rent amount
 - Any amount of your rent that is covered by assistance (this may be none or \$0)
 - Any portion of rent you already paid (this may be \$0)
- Your total amount owed will be calculated based on what you input



Sample Rent Input

Add Rent and Amount

Add rent month and amount

Select Month *

July 2024

Contracted Monthly Rent *

\$ 1,200.00

Current Assistance Award Programs

- Housing Choice Voucher
- Public Housing
- Project-Based Rental Assistance / Section 8
- Other Rental Assistance
- No Assistance

Monthly Rent Already Paid *

\$ 500.00

Amount Owed

\$ 700.00

Save

Cancel

Add Rent and Amount

Add rent month and amount

Select Month *

June 2024

Contracted Monthly Rent *

\$ 1,200.00

Current Assistance Award Programs

- Housing Choice Voucher
- Public Housing
- Project-Based Rental Assistance / Section 8
- Other Rental Assistance
- No Assistance

Monthly Rent Already Paid *

\$ 0

Amount Owed

\$ 1,200.00

Add

Cancel



Tenant Application Walkthrough

Please select and upload two of the following documents:

1. Eviction Court summons: provide official court documentation, signed, and sealed by the Circuit Court that includes the Plaintiff (Landlord / Owner), Defendant (Tenant) and Case number that reflects you have a pending eviction due to nonpayment.

2. Evidence of Past Due Rent

3. Most recent Lease, if available (all pages)

If you receive rental assistance such as section 8, please provide one of the following:

- Voucher with Tenant Portion of Rent

- Recertification of Income with New Rental Amount

Type	Description	
Court Document	Court Issued Eviction Summons (Required)*	<input type="button" value="Add"/>
Rent Document	Rent Roll/Tenant Ledger	<input type="button" value="Add"/>
Rent Document	Lease	<input type="button" value="Add"/>
Rent Document	Copy of Voucher with Tenant Portion Rent	<input type="button" value="Add"/>
Rent Document	Copy of Re-certification of Income with New Rental Amount	<input type="button" value="Add"/>

Rent Assistance Section:

- A court document and rent document are required to be uploaded
- Acceptable court documents include a court summons or complaint
 - Your name must appear on the document
 - The document must include your court case number
- Acceptable rent document may be:
 - Evidence of past due rent such as a ledger
 - Most recent lease
 - If you have both documents, you may provide both
- If you receive other assistance or subsidy, also upload a document that shows what you are responsible for paying



Example of complete Rent Assistance Section

Rent Assistance

Please select the months and amounts for which you are requesting rental assistance.

Please add all of the months you are past due.

Indicate the actual amount owed to your landlord. If that amount exceeds \$15,000 the grant will be capped at \$15,000.

Please provide official court documentation, signed and sealed by the Circuit Court that includes the Plaintiff (Landlord /Owner), Defendant (Tenant) and Case number that reflects you have a pending eviction due to nonpayment.

Does your household need 2 months of future rental assistance to achieve housing stability?

Select Yes or No:

yes no

Rent

[Add Month and Amount](#) [Upload Rent Document](#)

Date	Amount due for this period	Award Program	Rent Owed		
September 2024	\$1,200.00	Housing Choice Voucher	\$200.00	Edit Rent	Delete
August 2024	\$1,200.00	No Assistance	\$1,200.00	Edit Rent	Delete
July 2024	\$1,200.00	No Assistance	\$700.00	Edit Rent	Delete
June 2024	\$1,200.00	No Assistance	\$1,200.00	Edit Rent	Delete

File Type	File Name	
Rent Document	Lease	Delete
Rent Document	Rent Roll/Tenant Ledger	Delete
Court Document	Court Issued Eviction Summons (Required)*	Delete

[Save and Exit](#) [Previous](#) [Save and Next](#)



Progress bar: Get Started (checked), Details (checked), Household (checked), Identity (checked), Income (checked), Rental Assistance (checked), Landlord (current), Summary (unchecked)

IHDA Application | Application Logout | Need Help?

Court Based Rental Assistance Program (CBRAP)

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Landlord

Landlord Details

Please enter your landlord's information. Your landlord will be emailed their portion of the application within 24 hours from no-reply@ihdanotify.org. Please notify your landlord that you have started the application. If they haven't received the email, have them check their spam or junk folder.

Landlord or Property Management Company Name

Contact Name *

Email *

Phone *

Landlord Address

Street Address

Street Address 2

City

State Zip

Country

Landlord Details Section:


- Provide name and contact information for landlord
- This information will be used to reach out to your landlord to complete their application, if they have not already



Progress bar: Get Started (checked), Details (checked), Household (checked), Identity (checked), Income (checked), Rental Assistance (checked), Landlord (checked), Summary (not checked)

IHDA Application | Application Logout | Need Help?

Court Based Rental Assistance Program (CBRAP)



Application Summary

Please ensure all information is correct before submitting the application.

SECTIONS
Applicant Details
Household Member Details
ID Verification
Income Validation
Assistance
Documents
Landlord
Disclosures

Primary Applicant

[Edit](#)

First Name: Tester1 Last Name: LastName

Date of Birth: 09/12/1980 Email: [redacted]@gmail.com

Phone Number: 5555555555 Address: [redacted], CHICAGO IL 60601-3713

Building Type: Multi-Unit (more than 4 units) Bedroom Count: 2

Ethnicity: Do not wish to report Race: Do not wish to report

Latin Sub Race: None Asian Sub Race: None

Native Hawaiian Sub Race: None

Gender: Do not wish to report Disability: Do not wish to report

Veteran: Other Government Assistance: No

Summary Section:

- Last section of the application!
- Review the information input into the application
- Review the documents uploaded to the application
- Review the Grant Agreement: [LINK TO SAMPLE](#)
- Complete certifications
- Sign your application
- Submit your application



Confirmation

By checking this box, and proceeding to apply for CBRAP grant funds, I certify that I have read and agree to IHDA's e-consent policy and IHDA's privacy policy. *

E-Consent Policy Privacy Policy

By checking this box, and proceeding to apply for CBRAP grant funds, I agree to provide, under penalty of perjury pursuant to 720 ILCS 5/3202, truthful, accurate and complete information, and I understand that providing false information is a criminal offense. *

By checking this box, and proceeding to apply for CBRAP grant funds, I certify as follows: (i) I have reviewed the entire Grant Agreement; and (ii) I had an opportunity to review the Grant Agreement with an attorney; and (iii) I understand and agree to the terms and conditions of the Grant Agreement and have the authority to sign. In addition, by checking this box, I hereby waive any rights to object to the validity of my electronic signature, including an electronic signature generated by an electronic sound, symbol or process attached to or logically associated with my application and the Grant Agreement. *

By selecting this checkbox, I agree that all the information I have submitted is correct and I have authority to sign this application *




Sign above

or Type your Signature below

Submit Application

Once you have reviewed all information, documentation, and the Grant Agreement; complete the certification check boxes, sign the application, and click “Submit Application”.



✕


Have you confirmed all of your information is correct?

Once you submit your application, you will not be able to make any further changes.

Yes, submit

No, Go Back to Application

After you click “Submit Application”, this pop up will be the last opportunity to go back and make edits to your application. Click “Yes, submit” if you are ready to proceed.



Your Application Is Being Created



Further documentation for all the provided requirements will be required as part of the application. Participation in the program is limited to the amount of funding available and will be granted on a first approved basis.

An approved applicant file will contain all submitted information and documentation necessary to meet all required eligibility criteria and contain completed forms, documentation and all necessary information for members of the household.

DO NOT CLOSE OUT OF THIS SCREEN.

Your application is being created, which may take several minutes. Please wait until you receive confirmation that your application has been submitted.



Your Application Is Complete

Congratulations! You have completed the tenant section of the application. We recommend that you tell your landlord that you began the application process and that they will receive an email from no-reply@ihdanotify.org. If your landlord does not receive an email from no-reply@ihdanotify.org, please encourage them to check their spam folder.

You will receive an email that will allow you to sign in and view your dashboard.

Please ensure that you log out of your account and close your browser.

[Logout](#)

CONGRATULATIONS!

You've completed your application.

You can log out of your session. When you log back on to your dashboard, you will see your application as submitted and you should see a real time review status every time you log on.



Other Important Information



- A submitted application is not a guarantee of assistance
- Submitting false information may violate federal and state laws
- Check your email for document requests and communications
 - Maintain access to your email throughout the application process
- Landlords will receive a check within 10-14 days after IHDA sends an approval email
 - Upon approval, the landlord will move to have the eviction case dismissed with prejudice



Tenant Direct Assistance

- If a landlord opts not to participate, tenants may qualify for assistance equal to two months' rent to help secure new housing
 - Landlords have 21 days to apply before tenant application may be eligible for this assistance
- Assistance will be determined using the lesser of their current monthly rent or HUD Fair Market Rent
- Tenant must still be living in the rental unit
- Check is sent to the tenant



Your Application Dashboard and Status

- Sign into your account at www.Illinoishousinghelp.org
 - Use the email address and password from when you created your account
- Your application status is shown **in real-time**
- If you applied more than once, you will see your other applications
- If requested, use the “ADD DOCUMENT” button to upload documents

Application Status Dictionary

- **Submitted waiting for Match:** The application is waiting to be matched with the corresponding application for review
- **Ready for Review:** The application is complete and ready for review
- **In Review:** The application is currently being reviewed
- **Needs more info:** More information is needed, please use the ADD DOCUMENT button to upload the requested documents
- **Ready for Supervisor Review:** The application has been flagged for further review
- **In Final Review:** The application is under final review
- **Quality Control:** The application was selected for special review
- **Review-1/Review-2:** The application has been flagged for further review
- **Duplicate:** The application has been flagged for possibly being a duplicate
- **Approved:** The application was approved for funding
- **Denied:** The application was denied for funding



Call Center and Resources



- Visit www.illinoishousinghelp.org/cbrap for resources including FAQs
- Call **866-454-3571** – choose option #2 to speak with a CBRAP agent
 - Open 8:30 a.m. to 5:00 p.m., Monday through Friday
 - Available in English, Spanish, and Polish
 - For additional languages, email CBRAP.INFO@IHDA.ORG to schedule a three-way call with an interpreter
 - Technical assistance with application is available
- Call 855-631-0811 for free legal services statewide or visit www.evictionhelpillinois.org

ILLINOIS COURT-BASED RENTAL PROGRAM TENANT GRANT AGREEMENT

1. **CBRAP GRANT.** In order to help prevent eviction for non-payment of rent at {tenant address} (the "Rental Unit"), I {Tenant}, ("Tenant" or "Grantee"), or {Landlord}, or a duly authorized agent of the housing provider ("Housing Provider") is requesting that the Illinois Housing Development Authority ("IHDA"), located at 111 E. Wacker Dr., Suite 1000, Chicago, IL 60601, award funds from the Illinois Court-Based Rental Assistance Program ("CBRAP") on behalf of the Grantee, in an amount not to exceed Fifteen Thousand and 00/100 Dollars (\$15,000.00) ("CBRAP Grant"). The CBRAP funds have been provided to IHDA by the Illinois Department of Human Services as part of the Home Illinois Program to prevent and end homelessness.

2. **ELIGIBILITY.** Tenant acknowledges it meets the following minimum criteria:

- (a) Tenant's primary residence is the Rental Unit located in Illinois;
- (b) Tenant is named in formal court eviction proceedings due to non-payment of rent;
- (c) Tenant is past due for at least one month of rent;
- (d) Tenant household's gross income does not exceed eighty percent (80%) of the Area Median Income; and
- (e) Tenant is in a valid landlord-tenant relationship, evidenced by a lease or other documentation acceptable to IHDA of a rental agreement.

Proof of citizenship is NOT required.

3. **ELIGIBILITY PERIOD.** Monthly rent eligible for CBRAP funding are those in arrears on or after March 13, 2020, and up to two (2) months' future rent.

4. **STRUCTURE OF CBRAP GRANT.** Unless Grantee is subject to Tenant Direct funding pursuant to Section 8 below, the CBRAP Grant is issued in the form of a non-negotiable check made payable to the Housing Provider on behalf of Grantee. CBRAP assistance is a one-time benefit per household regardless of assistance amount.

5. **GRANT AMOUNT.** Grantee understands if Grantee's household is eligible pursuant to Section 2 above, and if the CBRAP Grant application is approved for funding, CBRAP financial assistance will be the amount verified to be past due during the Eligibility Period and up to two (2) months of prospective rent at the Rental Unit up to \$15,000.00.

6. **RIGHT TO CURE.** Eligible tenants facing eviction in Cook County (not including Evanston and Mount Prospect) may qualify for payment of past due rent and court costs up to Five Hundred and 00/100 dollars (\$500.00) so they may exercise their Right to Cure pursuant to City of Chicago Municipal Code 5-12-130 or the Cook County Residential Tenant Housing Provider Ordinance. To qualify, Tenants must be represented by an approved legal aid organization partnered with IHDA to provide support for CBRAP,

and meet all other CBRAP application and eligibility requirements, including the terms of this Grant Agreement. If approved, IHDA will issue a check payable to the Housing Provider, sent to the legal aid organization, on Grantee's behalf. Total assistance, including court costs, is capped at \$15,000.

7. UNCOOPERATIVE HOUSING PROVIDER. Notwithstanding anything in this Grant Agreement to the contrary, if the Housing Provider refuses to complete the Housing Provider's portion of the CBRAP Grant application, refuses to sign the Housing Provider Grant Agreement as required by IHDA, refuses to provide the information necessary to fund the CBRAP Grant directly to the Housing Provider, or is otherwise uncooperative, Grantee may qualify for Tenant Direct funding per Section 8 below. Prior to issuing Tenant Direct funding, IHDA will engage in an outreach process ("Housing Provider Outreach"). Unless waived by IHDA, Housing Provider Outreach is complete when:

- (a) a request for participation is sent to the Housing Provider in writing, and the Housing Provider does not respond to the request within 7 calendar days after mailing;
- (b) IHDA, or IHDA's authorized designee, has made at least three attempts by phone, text, or e-mail over a 5-calendar day period to request the Housing Provider's participation; or
- (c) the Housing Provider confirms in writing that the Housing Provider does not wish to participate.

8. TENANT DIRECT FUNDING. In the event of an uncooperative Housing Provider as outlined in Section 7 above, Tenant may qualify for CBRAP funding paid directly to Tenant to help secure alternative housing. Tenant Direct funding is limited to a one-time grant. For Grantee to be eligible for Tenant Direct Funding due to an uncooperative Housing Provider, Grantee must meet all other CBRAP application and eligibility requirements, including the terms of this Grant Agreement. If Grantee's CBRAP Grant application is approved for Tenant Direct Funding, payment of up to two months' rent will be determined by the lesser of:

- (a) Tenant's current monthly rent at Rental Unit; or
- (b) the HUD Fair Market Rent at alternative housing adjusted for bedroom count.

Payment will be in the form of a non-negotiable check payable to Grantee and shall be used only for the securing of alternative housing following eviction or possible eviction from the Rental Unit by the uncooperative Housing Provider.

9. CBRAP GRANT STATUS. Grantee's obligations under this Grant Agreement are conditioned upon the Grantee's application, approval, and award of CBRAP Grant funds. Grantee acknowledges and understands that Grantee is executing this Grant Agreement in anticipation of the CBRAP Grant application being approved, but that such application will not be complete at the time this Grant Agreement is digitally acknowledged and agreed to by the Grantee. Grantee acknowledges and understands that digitally acknowledging and agreeing to be bound by the terms of this Grant Agreement is not a guaranty of funding of any kind.

10. PROMISES, CERTIFICATIONS AND REPRESENTATIONS. Grantee understands that knowingly submitting false information violates applicable federal and State of Illinois law. As a condition of

accepting the CBRAP Grant, Grantee certifies under penalty of perjury, pursuant to 720 ILCS 5/32-2, the following:

- (a) Grantee meets the minimum eligibility requirements of Section 2.
- (b) If Grantee's CBRAP Grant includes funds for prospective rent, that such prospective rent is needed to ensure housing stability.
- (c) Grantee's CBRAP Grant is not duplicative of any other federal or State funded rental assistance provided to Grantee's household.
- (d) All information in this Grant Application is truthful, accurate, and complete.
- (e) Grantee understands the State of Illinois or IHDA may investigate the accuracy of Grantee's statements at any time, and Grantee shall provide all requested information and documentation in a timely manner, including, but not limited to, a fully executed copy of the current or most recent lease or occupancy agreement applicable to the Rental Unit.
- (f) Grantee understands that IHDA will use the information in Grantee's CBRAP application to evaluate Grantee's household for eligibility of CBRAP funds but is not obligated to provide the CBRAP Grant.
- (g) For funding of past due rent payments, the members of Grantee's household (tenant, co-tenant, or any full-time occupant) must:
 - i. have resided in the Rental Unit during the months in arrears to which Grantee is seeking a CBRAP Grant;
 - ii. reside in the Rental Unit as of the date of the CBRAP application and this Grant Agreement; and
 - iii. not voluntarily vacate the Rental Unit while participating in CBRAP.
- (h) No one residing in the Rental Unit is a member of the Housing Provider's family.
- (i) The terms of the lease or occupancy agreement, including, but not limited to, the amount of rent, is comparable to what is offered to independent third parties in the locality of the Rental Unit as determined by IHDA.
- (j) Grantee understands that IHDA may contract with a third-party entity to assign random numbers to completed applications and that applying is not a guarantee of assistance for the Grantee's household.
- (k) Grantee understands that CBRAP funds are limited and may be insufficient to fund all eligible applicants. IHDA may prioritize applications with an imminent eviction date.

- (l) Grantee understands that if the Rental Unit is part of a federally subsidized residential, or mixed-use property, that CBRAP funds shall not be applied to costs paid, expected, or reimbursed under any other federal assistance.
- (m) Grantee understands that if anyone in the household receives rental assistance other than the CBRAP Grant, the CBRAP Grant may only be used to pay the portion of the rent that is not paid for by the other rental assistance.
- (n) Except as provided in Section 8, Grantee will apply no CBRAP funds to any rent or other expenses unrelated to the Rental Unit that is the subject of this Grant Agreement.

11. **EXCESS CBRAP GRANT AWARD FUNDS.** Grantee understands that if, for any reason, the CBRAP Grant is more than the amount needed to satisfy the Grantee's rental arrearages or two months prospective rent for the Rental Unit, or for a new rental unit pursuant to Section 8 of this Grant Agreement, Grantee agrees to promptly return any excess funds to IHDA. A check for the overage must be made payable to Illinois Housing Development Authority and mailed to IHDA care of JPMorgan Chase at one of the two addresses below. **PLEASE INCLUDE THE RENTAL UNIT ADDRESS AND TENANT NAME ON THE CHECK.**

Checks made payable to: Illinois Housing Development Authority

Overnight/Courier address is as follows:

Illinois Housing Development Authority
c/o JPMorgan Chase
P. O. Box 735034
131 S Dearborn, 6th Floor
Chicago, IL 60603

Regular Mail

Illinois Housing Development Authority
c/o JPMorgan Chase
P.O. Box 735034
Chicago, IL 60673-5034

12. **STATE LAW.** Grantee agrees to comply with applicable State laws.

13. **GRANTEE DEFAULT.** If there is a default as defined in this Section 13, IHDA, at its sole discretion, may require Grantee to reimburse IHDA the full amount of Grantee's CBRAP Grant plus reasonable fees, cost, and expenses, including but not limited to, attorney's fees. Upon Default, IHDA reserves all rights and remedies available at law or equity. No delay by IHDA in exercising its rights or remedies shall be deemed a waiver of any of its rights or remedies. Grantee is in "Default" if Grantee or any individual residing in the Rental Unit:

- (a) breaches any of the terms and conditions of this Grant Agreement;

- (b) fails to perform any of Grantee's obligations under this Grant Agreement or any other document in connection with CBRAP, including, but not limited to the CBRAP Grant application;
- (c) submits false information or makes material misrepresentations in violation of the promises, certifications, and representations made in this Grant Agreement;
- (d) commits fraud in connection with any part of CBRAP; or
- (e) is identified by the US Attorney General as a participant or conspirator in any terrorist action.

14. **GRANTEE WAIVERS.** Amounts due and owing to IHDA remain valid without IHDA's formal request for payment. Grantee waives Grantee's rights to require IHDA to:

- (a) issue a formal demand for payment of amounts due;
- (b) give notice that amounts due have not been paid; or
- (c) obtain an official certification of nonpayment.

15. **GIVING OF NOTICES.** Any notices under this Grant Agreement shall be by electronic mail (e-mail). All e-mail communications must contain in the Subject line the name of the Grantee or applicant, the application number, and the address of the Rental Unit:

To Grantee: [Grantee] [Rental Unit] [application number]
[Grantee's e-mail address]

To IHDA: [Grantee] [Rental Unit] [application number]
Cbrap.info@ihda.org

16. **INCOME TAX CONSIDERATIONS.** IHDA strongly encourages Grantee to seek professional tax counseling regarding the tax implications of a CBRAP Grant and must not rely on IHDA's representations at any time.

17. **INDEMNIFICATION.** Grantee agrees to indemnify, hold harmless, and defend IHDA and its Members, officers, agents, employees, or contractors against, and hold them harmless from, liabilities, claims, damages, losses and expenses, including, but not limited to, legal defense costs, attorneys' fees, settlements or judgments, whether by direct suit or from third parties, arising out of or in connection with CBRAP, Housing Provider's performance under this Grant Agreement, the lease, the Rental Unit, or the Grantee. In no event shall IHDA be liable to the Grantee for any consequential or incidental damages, including, without limitation, lost profits, whatever the nature of the breach by the Housing Provider, Grantee, or IHDA of its obligations under this Grant Agreement or any of the documents provided in connection with the CBRAP Grant. Grantee waives all claims for consequential and

incidental damages. Grantee agrees that in no event shall IHDA be liable to the Grantee for any damages whatsoever.

18. **AMENDMENTS.** This Grant Agreement cannot be amended except in writing signed by IHDA.

19. **SURVIVAL OF OBLIGATIONS.** Grantee's obligations under this Grant Agreement survive the disbursement of the CBRAP Grant.

20. **CONSTRUCTION OF AGREEMENT.** The invalidity of any clause, part, or provision of this Grant Agreement will not affect the validity of the remaining portions. At no time does IHDA waive sovereign immunity regardless of the invalidity of any other provision. Grantee agrees that this Grant Agreement and the rights and obligations of the parties under this Grant Agreement shall be governed by the laws of the State of Illinois, without reference to its conflict of law principles. If more than one party is executing this Grant Agreement as Grantee, then all parties agree to be jointly and severally liable.

21. **ELECTRONIC AND FACSIMILE SIGNATURES.** IHDA reserves the right, in its sole and absolute discretion, to require original signatures or to rely on electronic, facsimile transmissions, or photocopies of facsimile transmissions, and Grantee hereby waives any rights to object to the validity of their signature based on IHDA's exclusive determination.

Grantee acknowledges that Grantee had an opportunity to review this Grant Agreement with an attorney and Grantee understands and agrees to its terms and conditions.

Illinois Court-Based Rental Assistance Program Toolkit

Illinois Court-Based Rental Assistance is awarded to eligible households in an amount up to \$15,000. This assistance can cover past due rent, up to two future months of rent, and up to \$500 in court costs. The program is set up as a joint application between the tenant and the housing provider/ landlord. Assistance is a one-time benefit per household during the funding round.

Eligibility Requirements

To receive assistance through the Illinois Court-Based Rental Assistance Program (CBRAP), tenants must meet the following criteria:

- Primary tenant/ applicant must be in a court-eviction proceeding and provide eviction court documentation.
- The household is behind on rent and is at risk of experiencing homelessness or housing instability.
- Current household income must be below 80% of the Area Median Income (AMI), adjusted for household size.
- Proof of citizenship is not required.

Documentation Requirements

Information needed to apply will include:

Tenants:

- Government-issued photo ID
- Proof of address (dated within 60 days)
- Proof of household income
- Rent details and amount past due
- Current signed lease (if available)
- Eviction court documents (Complaint/ Summons)
 - Primary tenant must be listed on the document
- Valid email address and phone number
- Proof of public assistance (if applicable)
- If receiving Section 8, a copy of recertification of income with new rental amount and copy of voucher with tenant portion of rent

Housing Providers/ Landlords:

- Government-issued photo ID, Certificate of Good Standing, or Articles of Incorporation
- Proof of ownership
- Proof of unpaid rent (ledger is required)
- Current signed lease (if available)
- Eviction court papers (Complaint/Summons)
- Valid email address and phone number
- Fully executed and current property management agreement (if payment is made to a property manager)



How to Apply

The CBRAP application is a joint application between the tenant and the landlord. Both the tenant and housing provider/ landlord may complete their online application by visiting www.IllinoisHousingHelp.org and completing the pre-eligibility questionnaire, creating a CBRAP account, and providing the required information and documents.

Before You Begin Your Application

- ✓ Gather ALL necessary documents for your application
- ✓ Make sure the tenant and housing provider/ landlord each have an active email account

Renters will need to upload the following documents:

- Court summons information
 - Primary tenant/ applicant must be named on the document
- Government-issued photo ID
- A utility bill or proof of address dated 60 days prior to the application
- Proof of household income
- Proof of past-due rent
- Current signed lease (if available)
- Proof of public assistance (if applicable)

A list of acceptable documents is available at www.IllinoisHousingHelp.org.

Housing providers/ landlords will need to upload the following documents:

- Court summons information
- Government-issued photo ID, LLC, Certificate of Good Standing, or Articles of Incorporation
- Rent Roll/ Tenant Ledger
- Evidence of ownership
- Current signed lease (if available)
- Fully executed and current property management agreement (if payment is made to a property manager)

A list of acceptable documents is available at www.IllinoisHousingHelp.org.



When complete, applications from the tenant and housing provider/ landlord will be paired and reviewed for eligibility. You will be contacted by IHDA via email if further information is required.

For tenants or housing providers/ landlords with barriers to accessing the online application, visit www.IllinoisHousingHelp.org or contact IHDA's call center at 866-IL-HELP1 (866-454-3571) to connect with a CBRAP agent.

After you have completed your section of the application

After the tenant or housing provider/ landlord completes their application, it will be matched with their corresponding application if one has been submitted and will be considered eligible for review.

If an applicant has not yet completed their application, they will receive a notification via email inviting them to create a CBRAP account and apply. Applicants can check to see if a corresponding application has been completed by logging into their CBRAP account and viewing their status on the application dashboard.

All program communications will be sent to the email addresses provided in the application. Please make sure you maintain access to the email accounts associated with the application throughout the entire review and approval process.

Check your application status

Visit www.IllinoisHousingHelp.org, enter your application ID, and log into your CBRAP account. Your status will be listed on the application dashboard.

Need assistance?

Contact IHDA's call center at 866-IL-HELP1 (866-454-3571) or visit www.IllinoisHousingHelp.org.



Payment for Approved Applications

If a CBRAP application is approved, IHDA will issue a grant payment directly to the housing provider/ landlord on behalf of the tenant in the form of a check using the payment information provided in the application. The payment remittance advice will contain the following information: tenant's first and last name and their address.

If a housing provider/ landlord chooses not to complete their application, tenants may still be eligible to receive CBRAP assistance directly through a special review process. Tenant applicants whose housing provider/ landlords are unresponsive or uncooperative will be contacted by IHDA with further instructions.

IHDA intends to notify applicants of funding eligibility within 30 to 45 days from the date of application. If a housing provider/ landlord has not received a check payment within 21 days of approval notification by IHDA, submit an inquiry to SRUpayments.info@ihda.org. The inquiry should include the following information:

- Housing provider/ landlord name
- Housing provider/ landlord phone number
- Housing provider/ landlord mailing address
- Tenant name
- Tenant unit address
- Application ID number
- Amount of payment (if known)

After receiving the inquiry, CBRAP customer service relations will respond via email.



ILLINOIS COURT-BASED RENTAL ASSISTANCE PROGRAM



- Are you in eviction court because you fell behind on rent?
- Are you at risk of becoming homeless?

If you answered "Yes," you may be eligible for rental assistance.

Tenant Documentation Requirements:

- Government-issued photo ID
- Proof of address (dated within 60 days)
- Proof of household income
- Rent details and amount past due
- Proof of public assistance (if applicable)
- Current signed lease (if applicable)
- Eviction court papers (Complaint/ Summons)
 - Primary tenant must be listed on the eviction document
- Valid email addresses for tenant and housing provider/ landlord

Housing Provider/ Landlord Documentation Requirements:

- Proof of ownership
- Proof of unpaid rent (ledger is required)
- Current signed lease (if available)
- Government-issued photo ID, Certificate of Good Standing, or Articles of Incorporation
- Fully executed and current property management agreement (if payment is made to a property manager)
- Eviction court papers (Complaint/Summons)
- Valid email addresses for tenant and housing provider/ landlord

Tenants and Housing Providers/Landlords should work together to apply online at [IllinoisHousingHelp.org](https://www.illinoishousinghelp.org).



Need additional support? Call 866-ILHELP1 (866-454-3571)



Need Legal Help?

Eviction Help Illinois provides free legal aid and mediation services to prevent evictions and increase housing stability. Visit evictionhelpillinois.org or call 855.631.0811 to learn more.