

This document contains multiple applications that must be filled and submitted together. A blank page represents a break before the next application. Keep scrolling to continue.

CARES RENT RELIEF PROGRAM

LESSEE HOUSEHOLD CERTIFICATION/RENTER APPLICATION

REMINDER: ALL CARES RENT RELIEF PROGRAM APPLICATION AND SUPPORTING DOCUMENTS MUST BE SUBMITTED DIRECTLY TO THEIR COUNTY'S DESIGNATED CARES RRP ORGANIZATION. PARTICIPATING ORGANIZATIONS CAN BE FOUND ON THE PHFA WEBSITE AT [HTTPS://WWW.PHFA.ORG/PACARES/](https://www.phfa.org/pacares/).

HOUSEHOLD INFORMATION

Lessee(s) Name: _____

Lessee(s) Address: _____

City, State, Zip: _____

County: _____

Lease Effective Dates: _____ to _____

Phone Number: _____ Email (if available): _____

Monthly Rent Amount: \$ _____

Amount of Late/Missed Rent (rent due before March 1, 2020 is not eligible): \$ _____

List month(s) with late/missed rent payments between March 1, 2020, and December 30, 2020:

The following information is requested by the Federal Government for certain types of programs related to a dwelling in order to monitor compliance with equal credit opportunity, and fair housing. You are not required to furnish this information, but are encouraged to do so. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation.

Do you wish to provide this information? Yes ____ No ____

Sex: Male Female

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian or Alaska Native Asian White

Black or African American Native Hawaiian or Other Pacific Islander

1. Are monthly rent payments split between more than one lessee?

Yes ____ No ____

2. Do you have either a written or oral lease agreement with your landlord?

Yes ____ No ____

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LESSEE HOUSEHOLD CERTIFICATION/RENTER APPLICATION

3. Have you and/or your landlord provided a lease agreement (written) and included a third-party document that can be used to verify residency for each lessee requesting CARES RRP assistance (i.e. utility bill, cancelled check with address, pay stub or ID showing the current residence address)? Please include third-party supporting documentation for both written and oral leases.

Yes ___ No ___

4. Do you attest that you either have or will continue to occupy that residence for every month which CARES RRP assistance funds are being applied?

Yes ___ No ___

5. If yes, how are payments splits between lessees?

Lessee #1 Name: _____ Amount of monthly Rent Paid by Lessee #1: \$ _____

Lessee #2 Name: _____ Amount of monthly Rent Paid by Lessee #2: \$ _____

Lessee #3 Name: _____ Amount of monthly Rent Paid by Lessee #3: \$ _____

Lessee #4 Name: _____ Amount of monthly Rent Paid by Lessee #4: \$ _____

6. Did you become unemployed after March 1, 2020 as result of the COVID-19 pandemic?

Yes ___ No ___

7. What was the date of separation from your employer?

_____, 2020

8. Have your work hours or wages been reduced as a result of the COVID-19 pandemic?

Yes ___ No ___

9. Have you provided documentation for all sources of lessee income?

Yes ___ No ___

10. Are you able to provide documentation to verify unemployment with the Department of Labor and Industry's Bureau of Unemployment Compensation?

Yes ___ No ___

CARES RENT RELIEF PROGRAM

LESSEE HOUSEHOLD CERTIFICATION/RENTER APPLICATION

By signing below, I acknowledge and understand that providing a written false statement which I do not believe to be true to PHFA is a misdemeanor of the third degree and is punishable as perjury under Pennsylvania Title 18, Section 4904, relating to unsworn falsification to authorities, and that in addition to any other penalty that may be imposed, a person convicted under this section shall be sentenced to pay a fine of at least \$1,000.

Lessee #1 Name (Print): _____ Social Security Number: _____

Lessee #1 Signature: _____ Date: _____, 2020

Lessee #2 Name (Print): _____ Social Security Number: _____

Lessee #2 Signature: _____ Date: _____, 2020

Lessee #3 Name (Print): _____ Social Security Number: _____

Lessee #3 Signature: _____ Date: _____, 2020

Lessee #4 Name (Print): _____ Social Security Number: _____

Lessee #4 Signature: _____ Date: _____, 2020

CARES RENT RELIEF PROGRAM ASSISTANCE NOTICE

If approved, lessees benefitting from CARES RRP Assistance funds will be released from any obligation to pay any past due or future rent for the months which CARES assistance funds are being applied. Any displacement of residents or eviction proceedings for other outstanding housing expenses will be waived for at least 60 days from the date rent was due within the last month assistance was provided.

CARES RENT RELIEF PROGRAM

LANDLORD APPLICATION

REMINDER: ALL CARES RENT RELIEF PROGRAM APPLICATION AND SUPPORTING DOCUMENTS MUST BE SUBMITTED DIRECTLY TO THEIR COUNTY'S DESIGNATED CARES RRP ORGANIZATION. PARTICIPATING ORGANIZATIONS CAN BE FOUND ON THE PHFA WEBSITE AT [HTTPS://WWW.PHFA.ORG/PACARES/](https://www.phfa.org/pacares/).

LANDLORD INFORMATION

Name: _____

Home Address: _____

City, State, Zip Code: _____

Phone Number: _____ Email: _____

1. Will you accept electronic payment of funds via Direct Deposit?

Yes ___ No ___

2. Are you able to provide the required banking information to receive the disbursement of CARES funds?

Yes ___ No ___

3. Do you agree to waive the right to collect rent from the tenant for the months which CARES assistance is being applied?

Yes ___ No ___

NAME(S) OF LESSEE (MUST MATCH LESSEE HOUSEHOLD CERTIFICATION)	MONTHS OF ASSISTANCE REQUESTED	AMOUNT OF ASSISTANCE REQUESTED
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL AMOUNT OF ASSISTANCE REQUESTED (NOT TO EXCEED \$4,500)		\$

4. Have you provided ownership documentation for each rental unit listed below? Acceptable proof of ownership documents include a copy of the deed, sales contract, most recent property tax receipt, a copy of the mortgage, or proof of homeowner's/hazard insurance from the most recent year.

Yes ___ No ___



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www.PHFA.org • Twitter: @PHFAtweets



CARES RENT RELIEF PROGRAM

LANDLORD APPLICATION

5. Do you have either a written or oral lease agreement with your lessee?

Yes ____ No ____

6. Have you and/or your lessee(s) provided a lease agreement (written) and included a third-party document that can be used to verify residency for each lessee requesting CARES RRP assistance (i.e. utility bill, cancelled check with address, pay stub or ID showing the current residence address)? Please include third-party supporting documentation for both written and oral leases.

Yes ____ No ____

7. Do you attest that each lessee requesting CARES RRP assistance occupied the applicable residence between March 1, 2020, and December 30, 2020?

Yes ____ No ____

8. Do you agree not to begin any eviction proceedings for any other rent within 60 days from the date rent was due within the last month for which assistance was provided?

Yes ____ No ____

9. Do you attest that all property taxes on buildings associated with lessees listed above are paid and up to date?

Yes ____ No ____

10. Please read the Housing Quality Standards checklist on the Landlord/Property Certification. Do each of the rental properties for which CARES funds are being requested meet these guidelines?

Yes ____ No ____

NOTE: If approved to receive CARES RRP funds, landlords/property owners will be required to provide a W-9 to the county's designated organization.

IF YES TO ALL OF THE ABOVE, PLEASE COMPLETE THE LANDLORD/PROPERTY CERTIFICATION

Landlord Name (Print): _____ Date: _____

Landlord Signature: _____ Date: _____

CARES RENT RELIEF PROGRAM

LANDLORD/PROPERTY CERTIFICATION

Landlords/property owners must certify below that the information provided below is true and accurate and any CARES RRP funds received for any lessee will be applied in accordance with the approval of their application. Landlords/property owners must acknowledge that they have read the Housing Quality Standards below and certify that, to the best of their knowledge, the units for which CARES RRP funds are being applied meet the Housing Quality Standards listed below.

HOUSING QUALITY STANDARDS

Living Room:

- There are at least two working outlets or one working outlet and one working light fixture.
- There are no known electrical hazards.
- Windows and doors that are accessible from the outside are lockable.
- There is at least one window and ALL the windows are free of signs of severe deterioration and have no missing or broken panes in each room of the apartment.
- The ceiling is sound and free from hazardous defects.
- The walls are sound and free from hazardous defects.
- The floor is sound and free from hazardous defects.
- All interior surfaces are free of cracking, scaling, peeling, chipping, and loose paint. In addition, all were treated and covered to prevent the exposure of lead based paint hazards.
- Weather stripping is present and in good condition on all windows and exterior doors.

Kitchen:

- There are at least two working outlets or one working outlet and one working light fixture.
- There are no known electrical hazards.
- Windows and doors that are accessible from the outside are lockable.
- There is at least one window and ALL the windows are free of signs of severe deterioration and have no missing or broken panes in each room of the apartment.
- The ceiling is sound and free from hazardous defects.
- The walls are sound and free from hazardous defects.
- The floor is sound and free from hazardous defects.
- All interior surfaces are free of cracking, scaling, peeling, chipping, and loose paint. In addition, all were treated and covered to prevent the exposure of lead based paint hazards.
- Weather stripping is present and in good condition on all windows and exterior doors.
- There is a working oven and a stove (or range) with top burners.
- There is a refrigerator that works and maintains a temperature low enough so foods do not spoil over a reasonable time.
- The kitchen sink has hot and cold running water.
- There is a space to prepare food.

CARES RENT RELIEF PROGRAM

LANDLORD/PROPERTY CERTIFICATION

Bathroom:

- There are at least two working outlets or one working outlet and one working light fixture.
- There are no known electrical hazards.
- Windows and doors that are accessible from the outside are lockable.
- There is at least one window and ALL the windows are free of signs of severe deterioration and have no missing or broken panes in each room of the apartment.
- The ceiling is sound and free from hazardous defects.
- The walls are sound and free from hazardous defects.
- The floor is sound and free from hazardous defects.
- All interior surfaces are free of cracking, scaling, peeling, chipping, and loose paint. In addition, all were treated and covered to prevent the exposure of lead based paint hazards.
- Weather stripping is present and in good condition on all windows and exterior doors.
- There is a working toilet in the unit for exclusive private use.
- There is a working, permanently installed wash basin with hot and cold running water.
- There is a working tub or shower with hot and cold running water.
- The bathroom has operable windows or a working vent system.

By signing below, I hereby attest that the lessee will be released from any remaining obligation for any past due or future rent for which CARES RRP funding is received. I acknowledge that the Agency makes no representation or warranty regarding the condition of any property or rental unit for which CARES RRP assistance is received and that issuance of CARES RRP funding on behalf of any tenant to any landlord or property owner should not be construed as the Agency's acceptance of any property condition(s) or approval of the terms of any lease that has been provided as a part of this application.

I understand that providing a written false statement which I do not believe to be true to PHFA is a misdemeanor of the third degree and is punishable as perjury under Pennsylvania Title 18, Section 4904, relating to unsworn falsification to authorities, and that in addition to any other penalty that may be imposed, a person convicted under this section shall be sentenced to pay a fine of at least \$1,000.

Landlord Name: _____ Date: _____

Landlord Signature: _____ Date: _____

***** Please ensure you have a signed copy of the Lease Agreement for each tenant or household for which you are seeking assistance. These documents must be submitted as part of your application. Insufficient or missing documentation may cause a delay in processing or, in some cases, a denial of the application. Additional documentation may be requested during the review of your application.**

CARES RENT RELIEF PROGRAM

COUNTY CONTACT LIST

ADAMS

Pennsylvania Interfaith Community Programs
40 East High Street
Gettysburg, PA 17325-2319
717.334.1518, ext. 268
rentrelief@adamscha.org
<https://www.adamscha.org>

ALLEGHENY

Allegheny County Department of Economic Development
CARES Rent Relief Program Application
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219
412.248.0021
JeffersonRRP@jccap.org
<https://www.jccap.org>

ARMSTRONG

ACTION-Housing, Inc.
611 William Penn Place, Suite 800
Pittsburgh, PA 15219
235 East 7th Avenue, Suite 104
Homestead, PA 15120
412.248.0021
ArmstrongCARES@actionhousing.org
<http://www.actionhousing.org/armstrong>

BEAVER

County of Beaver
810 Third Street
Beaver, PA 15009
<http://www.beavercountypa.gov/Pages/Default.aspx>

BEDFORD

Center for Community Action
195 Drive In Lane
Everett, PA 15537
814.623.9129
tjones@ccaofpa.org
<http://www.ccaofpa.org>

BERKS

The Redevelopment Authority of the County of Berks
606 Court Street, 3rd Floor
Reading, PA 19601
610.478.6325
bcraoffice@berksredevelop.org
<http://www.co.berks.pa.us/dept/berksra>

BLAIR

Blair County Community Action Program
2100 Sixth Avenue
Altoona, PA 16602
<https://www.blaircap.org>

BRADFORD

Trehab
428 Main Street
P.O. Box 127
Towanda, PA 18848
570.265.6133, ext. 1 and 2
info@trehab.org
<https://trehab.org>

BUCKS

Bucks County Opportunity Council
100 Doyle Street
Doylestown, PA 18901
<https://www.bcoc.org>

BUTLER

The Housing Authority of the County of Butler
114 Woody Drive
Butler, PA 16001
724.287.6797
ri.dept@housingauthority.com
<https://www.housingauthority.com>

CAMBRIA

The Greater Johnstown Landlord Association
P.O. Box 5146
Johnstown, PA 15904
814.619.4493
Johnstownlandlords@yahoo.com
<http://www.Cambriacountycares.org>

CARES RENT RELIEF PROGRAM

COUNTY CONTACT LIST

CAMERON

Northern Tier Community Action Corporation
P.O. Box 389
135 West Fourth Street
Emporium, PA 15834
814.486.1161, ext. 271
Randall.metcalf@ntcac.org
<http://www.ntcac.org>

CARBON

Catholic Charities, Diocese of Allentown
900 South Woodward Street
Allentown, PA 18103
610.435.1541 Ext. 269
Hmercado@allentowndiocese.org
<http://www.catholiccharitiesad.org>

CENTRE

Centre County Government
3500 E. College Avenue, Suite 1200
State College, PA 16801
814.355.6768
adultservices@centrecountypa.gov
<https://centrecountypa.gov>

CHESTER

Housing Authority of the County of Chester
30 W Barnard St, Suite 2
West Chester, PA 19382
484-367-HELP
rentrelief@haccnet.org
<http://www.haccnet.org>

CLARION

Lawrence County Social Services, Inc.
241 West Grant Street
New Castle, PA 16101
<https://lccap.org>

CLEARFIELD

Central Pennsylvania Community Action, Inc.
207 E Cherry Street
PO Box 792
Clearfield, PA 16830
814.765.1551
cpcainc@cpcaa.net
<https://cpcaa.net>

CLINTON

Clinton County Housing Coalition, Inc.
330 E Main Street
Lock Haven, PA 17745
570.502.1534
info@clintoncountyhousing.com
<http://www.cchousingcoalition.org>

COLUMBIA

Central Susquehanna Opportunities, Inc.
36 East Main Street
Bloomsburg, PA 17815
570.644.6575
ssnyder@censop.com
<https://www.csocares.org>

CRAWFORD

Center for Family Services, Inc
213 West Center Street
Meadville, PA 16335
814.337.8450
info@ctrforfamilyservices.org
<https://www.ctrforfamilyservices.org>

CUMBERLAND

Cumberland County
Housing and Redevelopment Authorities
114 North Hanover Street
Carlisle, PA 17013
717.249.0789
rentrelief@cchra.com
<https://cchra.com>

CARES RENT RELIEF PROGRAM

COUNTY CONTACT LIST

DAUPHIN

Christian Churches United of the Tri-County Area
413 South 19th Street
Harrisburg, PA 17104
<https://www.ccuahbg.org>

DELAWARE

Delaware County Human Services
20 South 69th Street
Upper Darby, PA 19082
610.713.2115
humanservices@delcohsa.org
<http://delcohsa.org>

ELK

Lawrence County Social Services, Inc.
241 West Grant Street
New Castle, PA 16101
<https://lccap.org>

ERIE

Lawrence County Social Services, Inc.
241 West Grant Street
New Castle, PA 16101
<https://lccap.org>

FAYETTE

Fayette County Community Action Agency
108 North Beeson Avenue
Uniontown, PA 15401
724.437.6050
rmasi@fccaa.org
<http://fccaa.org>

FOREST

Forest Warren Human Services
562 Elm Street, Box 3
Tionesta, PA 16353
814.726.2100
rentalrelief@wc-hs.org
<http://wc-hs.org>

FRANKLIN

County of Franklin
533 S. Main Street
Chambersburg, PA 17201
717.263.5060
mshreve@sccap.org
www.sccap.org

FULTON

Center for Community Action
195 Drive In Lane
Everett, PA 15537
<https://www.centerforcommunityaction.org>

GREENE

County of Greene- Greene County Human Services
Housing Program
19 South Washington Street, 3rd Floor
Waynesburg, PA 15370
724.852.5276
aswitalski@co.greene.pa.us
www.co.greene.pa.us

HUNTINGDON

Center for Community Action
195 Drive In Lane
Everett, PA 15537
<https://www.centerforcommunityaction.org>

INDIANA

Indiana County Community Action Program
300 Indian Springs Road, Suite 203
Indiana, PA 15701
827 Water Street #101
Indiana, PA 15701
724.465.2657
help@iccap.net
<https://iccap.net>

CARES RENT RELIEF PROGRAM

COUNTY CONTACT LIST

JEFFERSON

Community Action, Inc.
105 Grace Way
Punxsutawney, PA 15767
814.938.3302
<https://www.jccap.org>

JUNIATA

County of Juniata
P.O. Box 68
Mifflintown, PA 17059
717.447.5121
rwhite@mifflinco.org
<https://www.juniataco.org>

LACKAWANNA

Lackawanna Department of Human Services
123 Wyoming Avenue, 4th Floor
Scranton, PA 18503
570.963.6790
rentandmortgagerelief@lackawannacounty.org
www.lackawannacountydhs.org/cares-rental-relief

LANCASTER

Lancaster County Redevelopment Authority
28 Penn Square, Suite 200
Lancaster, PA 17603
717.394.0793
rent@lchra.com
<http://www.lchra.com>

LAWRENCE

Lawrence County Social Services, Inc.
241 West Grant Street
New Castle, PA 16101
724.658.7258
skilgore@lccap.org or kpresnar@lccap.org
<https://lccap.org>

LEBANON

Redevelopment Authority of the County of Lebanon
503 Oak Street
Lebanon, PA 17042
717.273.9328
cap@lebcnty.org
www.lebcounty.org/depts/CAP/Pages/default.aspx

LEHIGH

Lehigh County Department of Human Services
17 South 7th Street
Allentown, PA 18101
<https://www.lehighcounty.org/Departments/Human-Services/Drug->

LUZERNE

Commission on Economic Opportunity
65 Amber Lane
PO Box 1127
Wilkes Barre, PA 18703-1127
570.826.0510
ceonortheastpa@gmail.com
<https://www.ceopeoplehelpingpeople.org>

LYCOMING

Lycoming-Clinton Counties
Commission for Community Action (STEP)
330 Pine Street
Williamsport, PA 17701
570.320.2136
Jpiccano@lyco.org
www.lyco.org

MCKEAN

The Salvation Army
111 Jackson Avenue
Bradford, PA 16701
814.368.7012
Kristen.Means@USE.SalvationArmy.Org
www.Facebook.com/TSAbradford

CARES RENT RELIEF PROGRAM

COUNTY CONTACT LIST

MERCER

Community Action Partnership of Mercer County
75 South Dock Street
Sharon, PA 16146
724.342.6222
swalsh@capmercer.org
<http://www.capmercer.org>

MIFFLIN

County of Mifflin
20 North Wayne Street
Lewistown, PA 17044
717.447.5121
rwhite@mifflinco.org
www.co.mifflin.pa.us

MONROE

Pocono Mountains United Way
301 McConnell Street
Stroudsburg, PA 18360
570.517.3953
RRP@PoconoUnitedWay.org
www.poconounitedway.org/rent-relief-program

MONTGOMERY

Montgomery County Department
of Health and Human Services
Office of Housing and Community Development
P.O. Box 311
Norristown, PA 19404-0311
<https://www.montcopa.org/2783/Health-and-Human-Services>

MONTOUR

Montour County Human Services
21 Woodbine Lane, Suite 103
Danville, PA 17821
570.271.3028
gmolter@montourco.org
www.montourco.org

NORTHAMPTON

Department of Community & Economic Development
2801 Emrick Blvd
Bethlehem, PA 18020
<https://www.northamptoncounty.org/CMTYECDV/Pages/default.aspx>

NORTHUMBERLAND

Central Susquehanna Opportunities, Inc.
2 East Arch Street
Shamokin, PA 17872
570.644.6575
ssnyder@censop.com
<https://www.csocares.org>

PERRY

Perry Housing Partnership
P O Box 266, 42 West
New Bloomfield, PA 17068
717.582.0222
phpjem@gmail.com
<http://www.perryhousing.org>

PHILADELPHIA

Philadelphia Housing Development Corporation
1234 Market Street, 16th Floor
Philadelphia, PA 19107
<https://phdcphila.org>

PIKE

County of Pike
506 Broad Street
Milford, PA 18337
570.296.3434
rruiz@pikepa.org
www.pikeforward.com

POTTER

Potter County Human Services
62 North Street, PO Box 241
Roulette, PA 16746
814.544.7315
jkockler@pottercountyhumansvcs.org
<https://pottercountyhumansvcs.org>

CARES RENT RELIEF PROGRAM

COUNTY CONTACT LIST

SCHUYLKILL

Schuylkill Community Action

206 North Second Street

Pottsville, PA 17901

570.622.1995

RentalHelp@schuylkillcommunityaction.com

<https://schuylkillcommunityaction.com>

SNYDER

Union-Snyder Community Action Agency

713 Bridge Street, Suite 10

Selinsgrove, PA 17870

570.374.0181

info@union-snydercaa.org

<https://www.union-snydercaa.org>

SOMERSET

Tableland Services, Inc

535 East Main Street

Somerset, PA 15501

814.445.9628

kshaw@capfsc.org

<http://www.capfsc.org>

SULLIVAN

Sullivan County Human Services and Housing Authority

PO Box 157, 245 Muncy Street

Laporte, PA 18626

<https://www.sullivancounty-pa.us/offices/housing-authority>

SUSQUEHANNA

Susquehanna County Housing/Redevelopment Authority

33 Public Avenue

Montrose, PA 18801

570.278.5401

schra@epix.net

<https://susqcohra.com>

TIOGA

Tioga County Housing Authority

112 Dorsett Heights

Mansfield, PA 16933

570.638.2151

info@tbhra.org

<http://www.tbhra.org>

UNION

Union-Snyder Community Action Agency

713 Bridge Street, Suite 10

Selinsgrove, PA 17870

570.374.0181

info@union-snydercaa.org

<https://www.union-snydercaa.org>

VENANGO

Venango County Human Services

1 Dale Avenue

Franklin, PA 16323

814.432.9202

tmucio@co.venango.pa.us

www.co.venango.pa.us

WARREN

Forest Warren Human Services

285 Hospital Drive

Warren, PA 16365

814.726.2100

rentalrelief@wc-hs.org

<http://wc-hs.org>

WASHINGTON

Blueprints

150 West Beau Street, Suite 304

Washington, PA 15301

724.225.9550

www.myblueprints.org

CARES RENT RELIEF PROGRAM

COUNTY CONTACT LIST

WAYNE

Wayne County Human Services
Agency Housing Department
314 10th Street
Honesdale, PA 18431
570.253.6758
hmiszler@waynecountypa.gov
www.waynecountypa.gov

WESTMORELAND

Union Mission of Latrobe, Inc.
PO Box 271, 2217 Harrison Avenue
Latrobe, PA 15650
724-539-3550
RRP@theunionmission.org or info@theunionmission.org
<https://www.theunionmission.org>

WYOMING

Commission on Economic Opportunity
165 Amber Lane, P.O. Box 1127
Wilkes Barre, PA 18703-1127
<https://www.ceopeoplehelpingpeople.org>

YORK

Community Progress Council
226 East College Avenue
York, PA 17403
717.846.4600
housing@yorkcpc.org
<https://www.yorkcpc.org>