

Illinois Court-Based Rental Assistance Program Toolkit

Serving Residents Outside of Cook County*

Eligibility Requirements

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

- Tenant must be in a court-eviction proceeding and provide eviction court documentation.
- Household must have experienced a financial hardship directly – or indirectly – due to the COVID-19 pandemic.
- The household is behind on rent and/or 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. Rental assistance is not a “public charge” benefit.

Documentation Requirements

Information needed to apply will include:

Tenants:

- Government-issued photo ID
- Proof of address
- Proof of household income
- Rent details and amount past due
- Current signed lease (if available)
- Eviction court documents (Complaint/Summons)
- Valid email addresses for tenant and landlord
- Proof of public assistance (if applicable)
- If receiving Section 8, copy of recertification of income with new rental amount and copy of voucher with tenant portion of rent

Housing Providers/Landlords

- Proof of Identity or LLC, Certificate of Good Standing, or Articles of Incorporation
- Proof of ownership
- Proof of unpaid rent
- Current signed lease (if available)
- Eviction court papers (Complaint/Summons)
- Valid email addresses for tenant and landlord
- 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 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 Landlord each have an active email account

Renters will need to upload the following documents:

- Court summons information
- Government-issued photo ID (regardless of expiration date)
- A utility bill or proof of address dated 90 days prior to the application (if the address on your ID is not your current address)
- Proof of household income
- Proof of past-due rent
- Current signed lease (if available)
- Proof of public assistance (if applicable)
- Recertification of income (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
- Proof of Identity or LLC, Certificate of Good Standing, or Articles of Incorporation
- Evidence of past-due rent
- 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 landlord will be paired and reviewed for eligibility. You will be contacted by IHDA via email if further information is required.

For tenants or landlords with barriers to accessing the online application, Housing Stability Service (HSS) providers are standing by to help. Visit www.IllinoisHousingHelp.org or contact IHDA's call center at **866-IL-HELP1 (866-454-3571)** to connect with an available HSS provider.

After you have completed your section of the application:

After the tenant or 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.

If further information is needed, you will be contacted by IHDA via email with further instructions.

How to Apply (Continued)

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 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 tenant address.

If a 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 landlords are unresponsive or uncooperative will be contacted by IHDA with further instructions.

IHDA intends to notify applicants of funding eligibility within 15 to 30 days from the date of application. If a landlord has not received a check payment within 14 business days of approval notification by IHDA, submit an inquiry to CBRAP.info@ihda.org. The inquiry should include the following information:

- Landlord name
- Landlord mailing address
- Landlord phone number
- Application ID number
- Tenant name
- Tenant unit address
- Amount of payment (if known)

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



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Frequently Asked Questions (FAQs) Housing Providers/Landlords

Disclaimer: Information included in this document will be updated on a regular basis when applicable.

Eligibility

1. Who is eligible to receive assistance from the Court-Based Rental Assistance Program?

Illinois tenants residing outside of Cook County may be eligible to receive CBRAP assistance if:

- They have a pending eviction due to nonpayment. A court-summons document will be required.
- The household lives in Illinois (outside of Cook County) and rents their home as their primary residence.
- The household's total gross income does not exceed 80% of the Area Median Income for location (find county income limits at www.IllinoisHousingHelp.org).
- The household experienced a financial hardship, including a loss of income or increased expenses, due to the COVID-19 pandemic.

2. Are there immigration status requirements for the Court-Based Rental Assistance Program?

No, CBRAP assistance is available to all eligible renters in Illinois (outside of Cook County) regardless of immigration status. CBRAP assistance is not a "public charge" benefit.



*Cook County residents, including city of Chicago residents, can receive court-based rental assistance by calling the Cook County Legal Aid for Housing and Debt hotline at **855-956-5763** or by visiting www.CookCountyLegalAid.org.

3. I am an out-of-state housing provider with a rental property in Illinois. Can I complete a joint application with my Illinois resident tenants?

Yes. If your tenant is an Illinois resident living outside of Cook County and rents the unit as their primary residence, they may be eligible for CBRAP assistance.

4. I own and live in a multi-unit building which is also tenant occupied. If a tenant residing in my building meets the eligibility requirements, can we submit a joint application?

Yes. Tenants may be eligible for CBRAP assistance provided they rent their own unit and are not members of the housing provider's household.

Application

5. How do I apply for the Court-Based Rental Assistance Program?

The CBRAP application is a joint application between the tenant and the landlord. Both the tenant and the landlord may initiate and complete their online application by visiting www.IllinoisHousingHelp.org, completing the pre-eligibility questionnaire, creating a CBRAP account, and providing the required information and documents. All CBRAP applications must be submitted online. An application will not be considered complete until both the tenant and the landlord complete their sections of the joint application.

For tenants or landlords with barriers to accessing the online application, Housing Stability Service (HSS) organizations are standing by to help. Visit www.IllinoisHousingHelp.org or contact the CBRAP call center at **866-IL-HELP1 (866-454-3571)** to connect with an available HSS agency.

6. What information do housing providers/landlords need to apply for the Court-Based Rental Assistance Program?

Housing providers/landlords will need the following information to apply:

- Valid email addresses for the tenant and landlord
- Rental unit information (unit type, address, rent amount)
- Grant payment information for check distribution
- Social Security Number or Individual Taxpayer Identification Number (if payment is made to an individual)
- Employee Identification Number (if payment is made to a business entity)



7. What documentation do housing providers/landlords need to provide when applying for the Court-Based Rental Assistance Program?

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

- Evidence of past-due rent
- Copy of property tax bill or monthly mortgage statement (dated within 90 days) or other proof of ownership.
- Current signed lease (if available)
- Fully executed and current property management agreement (if payment is made to a property manager)
- Eviction court documents (court case summons document)
- Proof of identity or LLC, Certificate of Good Standing, or Articles of Incorporation

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

8. Does my tenant need a lease to apply?

A current lease must be provided, if available. If a current lease is not available, housing providers and tenants are still permitted to apply.

9. Does my tenant need a Social Security Number to apply?

No. Tenants do not need to provide a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).

10. How much assistance can my tenant receive?

CBRAP assistance will cover up to 18 months of emergency rental payments, including up to 15 months of missed rent payments and up to three months of future rent payments. Rent owed starting March 2020 may be paid for with CBRAP funds. In addition, the combined assistance received from CBRAP may not exceed a total of \$25,000.

11. Is there a limit to how many applications I can submit?

There is not a limit. Housing providers/landlords will need to apply separately for each household that has a court case number.



12. What happens after my tenant completes their section of the application?

After the tenant completes their application, it will be matched with their landlord's corresponding application if one has been submitted and will be considered eligible for review. If the landlord has not yet completed their application, they will receive an email notification inviting them to create a CBRAP account and apply. Housing providers/landlords can check to see if their tenant has completed their application by logging into their CBRAP account and viewing their status on the application dashboard.

If additional information is needed, you will be contacted by IHDA via email with further instructions.

If the landlord does not complete their section of the application, they will be considered unresponsive, and the tenant's application will go through a separate review process. Those tenants may receive CBRAP funds directly and will be contacted by IHDA with further instructions.

13. What happens after I complete my section of the application?

After the housing provider/landlord and the tenant have both submitted their information, the application will enter IHDA's queue for review.

14. How can I check on the status of my submitted application?

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

15. When will I be notified if my application is approved for funding or deemed ineligible for funding?

IHDA expects extremely high demand for CBRAP assistance and will review completed applications as quickly as possible. Our goal is to notify applicants of funding eligibility within 15 to 30 days.

16. How will I be notified if my application is approved for funding or deemed ineligible for funding?

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.



More Information

17. Who do I contact with questions about the Court-Based Rental Assistance Program?

If you have any questions or if you are unsure about anything regarding your CBRAP application, please visit www.IllinoisHousingHelp.org for a list of Housing Stability Service agencies standing by to help. For additional information, contact the CBRAP call center at **866-IL-HELP1 (866-454-3571)**. Call center representatives can answer questions related to the CBRAP program and provide further assistance if needed.

18. What should I do if I think someone is submitting false information to IHDA in connection with the Court-Based Rental Assistance Program?

IHDA takes all allegations of fraud seriously. If you have reason to believe someone is providing fraudulent information in an attempt to obtain emergency rental assistance, please visit ilrpp.ihda.org/Application/ReportFraud and provide as much detail as possible so that IHDA can promptly investigate the matter. Alternatively, persons can file a complaint online with the Office of the Executive Inspector General.

19. When will I receive my CBRAP grant payment?

It is expected that landlords will receive a check for payment of rent within 14 business days of their notification by the IHDA that their rental assistance application is approved. IHDA is administering the payment process. If you do not receive your payment within 14 business days of the notification, you can contact IHDA at CBRAP.info@ihda.org and they will respond via email.



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Frequently Asked Questions (FAQs) Tenants

Disclaimer: Information included in this document will be updated on a regular basis when applicable.

Eligibility

1. Who is eligible to receive assistance from the Court-Based Rental Assistance Program?

Illinois tenants residing outside of Cook County may be eligible to receive CBRAP assistance if:

- They have a pending eviction due to nonpayment. A court-summons document will be required.
- The household lives in Illinois (outside of Cook County) and rents their home as their primary residence.
- The household's total gross income does not exceed 80% of the Area Median Income for location (find county income limits at www.IllinoisHousingHelp.org).
- The household experienced a financial hardship, including a loss of income or increased expenses, due to the COVID-19 pandemic.

2. Are there immigration status requirements for the Court-Based Rental Assistance Program?

No, CBRAP assistance is available to all eligible renters in Illinois (outside of Cook County) regardless of immigration status. CBRAP assistance is not a "public charge" benefit.



*Cook County residents, including city of Chicago residents, can receive court-based rental assistance by calling the Cook County Legal Aid for Housing and Debt hotline at **855-956-5763** or by visiting www.CookCountyLegalAid.org.

3. If I am NOT in an eviction proceeding, can I apply for the Court-Based Rental Assistance program?

No, your application will be ineligible for review. You must be in a court eviction proceeding and provide eviction court documentation to receive assistance from CBRAP.

Application

4. How do I apply for the Court-Based Rental Assistance Program?

The CBRAP application is a joint application between the tenant and the landlord. Both the tenant and the landlord may initiate and complete their online application by visiting www.IllinoisHousingHelp.org, completing the pre-eligibility questionnaire, creating a CBRAP account, and providing the required information and documents. All CBRAP applications must be submitted online. An application will not be considered complete until both the tenant and the landlord complete their sections of the joint application.

5. What information do tenants need to apply for the Court-Based Rental Assistance Program?

Renters will need the following information to apply:

- Valid email addresses for the tenant and landlord
- Court case number
- Monthly rent and amount past due.

6. What documentation do tenants need to provide when applying for the Court-Based Rental Assistance Program?

Renters will need to upload the following documents during the application process:

- Eviction court documents (court case summons document)
- Government-issued photo ID (regardless of expiration date)
- A utility bill or proof of address dated 90 days prior to the application (if the address on your ID is not your current address)
- Proof of current household income
- Proof of past-due rent
- Proof of public assistance (if applicable)
- Recertification of income (if applicable)

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



7. Do tenants need a lease to apply?

Landlords and tenants must provide a current lease in their application if one is available. However, if a current lease is not available you may still apply for assistance.

8. Do tenants need a Social Security Number to apply?

No, a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is not required for tenants.

9. What happens after I complete my section of the application?

After the tenant completes their application, it will be matched with their landlord's corresponding application if one has been submitted and will be considered eligible for review. If the landlord has not yet completed their application, they will receive an email notification inviting them to create a CBRAP account and apply. Tenants can check to see if their landlord has completed their application by logging into their CBRAP account and viewing their status on the application dashboard.

If further information is needed, you will be contacted by IHDA via email with further instructions.

If the landlord does not complete their section of the application, they will be considered unresponsive, and the tenant's application will go through a separate review process. Those tenants may receive CBRAP funds directly and will be contacted by IHDA with further instructions.

10. How can I check on the status of my submitted application?

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

11. When will I be notified if my application is approved or denied?

IHDA expects extremely high demand for CBRAP assistance and will review completed applications as quickly as possible. Our goal is to notify applicants of funding eligibility within 15 to 30 days.



12. How will I be notified if my application is approved?

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.

More Information

13. Who do I contact with questions about the Court-Based Rental Assistance Program?

If you have any questions or if you are unsure about anything regarding your CBRAP application, please visit www.IllinoisHousingHelp.org for a list of Housing Stability Service agencies standing by to help. For additional information, contact the CBRAP call center at **866-IL-HELP1 (866-454-3571)**. Call center representatives can answer questions related to the CBRAP program and provide further assistance if needed.

14. What should I do if I think someone is submitting false information to IHDA in connection with the Court-Based Rental Assistance Program?

IHDA takes all allegations of fraud seriously. If you have reason to believe someone is providing fraudulent information in an attempt to obtain emergency rental assistance, please visit ilrpp.ihda.org/Application/ReportFraud and provide as much detail as possible so that IHDA can promptly investigate the matter. Alternatively, persons can file a complaint online with the Office of the Executive Inspector General.



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Frequently Asked Questions (FAQs) Legal Aid Mediation Services

Disclaimer: Information included in this document will be updated on a regular basis when applicable.

1. What is Eviction Help Illinois?

Eviction Help Illinois is a state-funded network of legal aid and mediation service providers ready to help Illinoisans impacted by the eviction crisis. The goal is to keep people in their homes while also preventing foreclosures on rental property.

Eviction Help Illinois connects renters and landlords to rental assistance, legal information, and mediation services where available. Legal aid attorneys are available to advise represent tenants should eviction proceedings move forward.

Services are funded by a partnership between the Illinois Housing Development Authority and the Illinois Equal Justice Foundation.

2. How can tenants across Illinois access free legal services from Eviction Help Illinois?

- Call **855-631-0811** to talk with a legal aid professional and decide your next steps
- Visit evictionhelpillinois.org to chat with a virtual assistant
- Text “**Eviction Help**” to **844-938-4280 (English)** or **844-938-4289 (Spanish)**

All services are available in English and Spanish.



*Cook County residents, including city of Chicago residents, can receive court-based rental assistance by calling the Cook County Legal Aid for Housing and Debt hotline at **855-956-5763** or by visiting www.CookCountyLegalAid.org.

3. How can landlords across Illinois access Eviction Help Illinois services?

Landlords can access free legal information and chat with a virtual assistant at evictionhelpillinois.org

4. Who are the legal aid partners in the Eviction Help Illinois network?

- Catholic Charities Legal Assistance (provides legal advice across the state, including Cook and Lake Counties. No restrictions on immigration status)
- Land of Lincoln Legal Aid (serves 65 counties in central and southern Illinois)
- North Suburban Legal Aid Clinic (serves residents in Lake and northern Cook Counties)
- Prairie State Legal Services (serves 36 counties in northern and western Illinois)
- University YMCA (serves immigrant populations in Champaign County)

*Please note that all referrals should be made to the hotline, text, and website information listed above rather than to the individual organizations listed here.

5. Are legal aid providers present during the eviction call in my courthouse?

Legal aid organizations have a regular presence at the eviction call only in certain Circuit Courts. This is subject to change as case volume increases in certain courts. For the most updated information, please call Eviction Help Illinois at 855-631-0811.

6. Why include mediation in Eviction Help Illinois?

Mediation is an opportunity for landlords and tenants to resolve issues with the help of a knowledgeable and neutral person.



7. Is mediation an option in my Court?

Eviction Help Illinois-funded court-based mediation services are available in the following counties: **Alexander, Champaign, Cook, Jackson, Johnson, Kane, Kankakee, Macon, Massac, Pope, Pulaski, Saline, St Clair, Union, Williamson, and Winnebago.**

Eviction Help Illinois-funded mediation programs are available in the 1st, 6th, 16th, 17th, 20th and 21st Judicial Circuits.

Additional court mediation services are offered in **Lake, Madison, and Rock Island Counties.** Other mediation programs are in formation. For the most updated information, please call Eviction Help Illinois at **855-631-0811**

8. Who are the mediation partners in the Eviction Help Illinois network?

- **Center for Conflict Resolution** provides training for mediators in eviction mediation programs.
- **Dispute Resolution Institute** provides a combination of onsite and virtual eviction mediation services in the 1st, 6th, and 20th judicial courts.
- **Resolution Systems Institute** provides onsite/virtual hybrid mediation services in the 16th Circuit and virtual mediation programming in the 17th and 21st Circuits.

9. Can legal aid and mediation programs help with court-based rental assistance applications?

Eviction Help Illinois partners can refer interested landlords and tenants to the Illinois Housing Development Authority (IHDA) Court-Based Rental Assistance online portal and to housing counseling organizations for guidance. Some partners may be able to assist with the CBRAP application, though this is not their area of expertise.





Eviction Help Illinois Offers Free Legal Help for Illinois Residents Facing Potential Eviction

To Find Out If You Are Eligible for **FREE** Legal Help



Call
855.631.0811



Text "Eviction" to
844.938.4280

**Text option is not available
in Cook County**



Visit
EvictionHelpIllinois.org

Eviction Help Illinois is a state-funded network providing free legal aid, mediation services, and connections to other resources including rental assistance in response to the eviction crisis. Mediation is an opportunity for landlords and tenants to resolve issues with the help of a knowledgeable and neutral person.

In order to receive free legal help, you must live in Illinois and have an income less than 80% of the median income (approximately \$47,600 for one person/\$66,000 for a family of four). These services are funded via a partnership between the Illinois Housing Development Authority and the Illinois Equal Justice Foundation.

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Frequently Asked Questions (FAQs) Eviction Court Process

Disclaimer: Information included in this document will be updated on a regular basis when applicable.

1. Can landlords evict tenants at this time?

Yes. Governor Pritzker's eviction moratorium expired on Oct. 3, 2021. All eviction cases may be filed, and all eviction orders and judgments may be enforced.

2. For what reasons can a landlord evict a tenant?

A landlord **can evict** a tenant if the tenant:

- Fails to pay rent.
- Breaks any of the rules in the lease agreement.
- Damages the property.
- Does not have a written lease, but pays rent monthly, and the landlord gives a notice to move.



*Cook County residents, including city of Chicago residents, can receive court-based rental assistance by calling the Cook County Legal Aid for Housing and Debt hotline at **855-956-5763** or by visiting www.CookCountyLegalAid.org.

A landlord **cannot evict** a tenant for:

- Complaining to a building inspector, fire department, health inspector, or other governmental agency about unsafe, unhealthy, or illegal living conditions.
- Not paying rent, if the tenant left the property for a period of time because of domestic violence or the threat of domestic violence.
- Not paying rent, if the landlord accepted the rent due before the notice period ended.
- Race, color, national origin, ancestry, sex, disability, religion, familial status, military status, age, marital status, sexual orientation, or being a protected party under an order of protection.

3. How does the eviction process work in Illinois?

The eviction process involves the following steps:

1. **Notice to Terminate Tenancy (eviction notice):** A landlord must give a tenant written notice before starting an eviction case in court. This is often a 5-day notice, and if the tenant pays within the 5 days, the landlord must take the money.
2. **Filing an Eviction Case:** If the tenant does not pay the rent within the notice period, the landlord can file an eviction case in court. The landlord will file an Eviction Complaint, which starts the case, as well as an Eviction Summons, which informs the tenant the case has been sent to eviction court. While the Complaint creates the court case, it does not mean the eviction has been approved.
3. **Eviction Order Entered:** A hearing will be held and once the judge has enough information, they will make a decision and enter an order. If the judge rules in favor of the landlord, an Eviction Order will be issued, meaning the tenant has lost the right to stay in the unit and the eviction process will proceed. The order may also require the tenant to pay any past-due rent, which may include rent accumulated during the eviction process. Does not leave the property after the lease comes to an end.
4. **Eviction by the Sheriff:** After the judge issues an Eviction Order, the County Sheriff has the authority to remove a tenant from their home and prevent them from entering. After the Sheriff evicts a tenant, the landlord can remove any remaining belongings from the home. Eviction procedure changes from county to county, contact your Sheriff's office to find out what their process is.



4. How does a CBRAP application impact the eviction process?

Landlords and tenants should inform the judge that a CBRAP application is pending, and the judge may continue the case to allow time for the application to be processed. To check the status of applications submitted with the Illinois Housing Development Authority, visit www.IllinoisHousingHelp.org.

5. How can court partners help if there is no official eviction resolution program in the courthouse?

Court partners can take the following actions:

- Refer litigants to the Court-Based Rental Assistance Program as well as legal aid and mediation services:
 - In Cook County: www.cookcountylegalaid.org
 - Outside of Cook County: evictionhelpillinois.org
- Help litigants apply for the Court-Based Rental Assistance program and check the status of their applications.
- Ask for a case to be continued to allow parties to seek legal assistance and rent assistance and provide referral information for legal aid and rental assistance programs.
- Direct litigants to the statewide approved orders in eviction cases to help facilitate resolutions (e.g., Agreed Order Dismissing Eviction Case with Permission to Reinstate, Agreed order in Eviction Case (Pay & Stay), Agreed Order in Eviction Case (Defendants Agree to Move).





Need Rental Assistance Help?

The Illinois Housing Development Authority (IHDA) has a network of community providers to assist with application submission, technology, and language access.

IHDA's Provider Network:

Visit www.IllinoisHousingHelp.org to see IHDA's Provider Network.



Need additional support?
Call 866-IL-HELP1 (866-454-3571)

