

# Dane CORE

## Emergency Rental Assistance Program

### **Dane CORE Program Overview**

#### **What may be covered (if the tenant is eligible) for assistance:**

1. Up to 12 months of back-owed rent (including mobile home lot rent) that has not been paid and accrued after March 12, 2020 (no arrears prior to March 12th, 2020 are eligible).
2. Monthly rent assistance provide will not exceed 115% of Fair Market Rent (if the monthly rent is greater than 115% FMR the assistance payment will be adjusted down so as to not exceed this amount).

#### **What is NOT covered/eligible for assistance:**

1. Mortgage payments
2. Residents who are doubled up (living with someone but not on the lease)
3. Hotels/Motels residents
4. Utility payments
5. Future rent

#### **Who can apply (per federal guidelines):**

- Tenants who are leaseholders

**AND**

- Property owners/landlords on behalf of their tenants (with the tenant co-signing the application)

**How to apply: Online at <https://core.tenantresourcecenter.org/>**

## Eligibility Requirements:

### **[TENANT MUST MEET ALL 8 CRITERIA TO BE ELIGIBLE FOR ASSISTANCE]**

#### **US Department of Treasury Requirements**

1. The tenant applying for assistance must document, in writing, that a member of the household either qualifies for unemployment, **OR** experienced a loss in income, **OR** experienced other financial hardship due directly or indirectly to COVID-19 that threatens the household's ability to pay the costs of the rental property when due  
**AND**
2. A household can demonstrate a risk of experiencing homelessness or housing instability (this can be documented by having a statement of past due rent).  
**AND**
3. The applicant has a household income below 80% AMI\*  
**\*Dane CORE funds will be limited to tenants who are at or below 50%AMI (see #8 below)**

#### **Dane County/City of Madison Requirements**

1. Tenant is a resident of Dane County, Wisconsin  
**AND**
2. Property is in Dane County  
**AND**
3. Tenant Applicant is a primary leaseholder  
**AND**
4. The rental unit is currently occupied by the tenant listed on the application  
**AND**
5. Household income is not greater than 50% Area Median Income (AMI)

## **Required Pre-Application materials**

**ALL DOCUMENTS ARE SECURE AND WILL NOT BE SHARED BETWEEN TENANTS AND LANDLORDS WITHOUT WRITTEN AUTHORIZATION OF BOTH PARTIES**

### **Tenant Required Income Documentation**

#### **Income documents required per federal guidelines for all persons 18+ in the Household**

**OPTION 1)** 2020 IRS 1040 form from all persons 18+ in household

**OR**

**OPTION 2)** 2 months (Dec 2020 and Jan 2021) income documents from all persons 18+ in household

1. The full amount of income before taxes and deductions.  
**AND ALL**
2. Unemployment, disability compensation, SSI, SSDI, worker's compensation, or other monthly payments.  
**AND ALL**
3. Social Security, annuities, retirement funds, pensions, disability, and other similar types of periodic payments.  
**AND ALL**
4. Alimony (maintenance), child support, and foster care payments (Kinship Care) received from organizations or from people outside of the home  
**AND ALL**
5. Monthly income from government agencies excluding funds meant for shelter and utilities, WIC, food stamps (FoodShare), and childcare (Wisconsin Shares).  
**AND ALL**
6. All basic pay (including overtime), special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire  
**AND ALL**
7. The net income earned from the operation of a business, i.e., total revenue minus business operating expenses.  
**AND ALL**
8. Monthly interest and dividend income credited to an applicant's bank account and available for use.

### **Property owner/Landlord Required documents**

1. Signed W9 form (SECURE UPLOAD SYSTEM)
2. Signed lease
3. Rent ledger
4. Landlord agreement
5. Any court-ordered payment agreement and/OR eviction notice\*  
\*\*\*There is **no requirement of eviction notice** for tenants to be eligible for these funds - TRC strongly encourages landlords NOT to issue eviction notices for non-payment of rent.\*\*\*