



NORTH MIAMI CRA
COMMUNITY REDEVELOPMENT AGENCY

Emergency Rental Assistance Guidelines and Application

**735 NE 125 Street, Suite 100
North Miami, FL 33161
Phone: (305) 895-9839 | Fax: (305) 895-9822
www.northmiamicra.org**



Programs Overview

1. Rent Stabilization Program

The purpose of the Rent Stabilization Program (RSP) is to provide rental assistance for up to 12 months to residents in the North Miami CRA area. The maximum assistance per applicant for this program is \$5,000. The program is only available to North Miami residents residing within the CRA boundaries who are unable to pay rent due to a recent rise in their monthly rental amounts. Only one person per household can apply. Applicants applying for assistance to pay an increase in their existing rent will receive up to \$500 a month, paid directly to their landlord. Priority will be given to seniors aged 60 and older and households with family members 18 years old and under.

Eligibility Requirements:

- Must reside within the North Miami CRA geographic boundary.
- Must be a resident of the City of North Miami for at least one (1) year.
- Rental increase must be 20% or above.
- Must provide a valid notice of rent increase from your landlord. This can be done in the form of a notarized letter from the landlord and/or a copy of the previous lease agreement and a new lease agreement showing the monthly increase in rent.
- There must be an executed lease between you and the property owner or landlord for at least one (1) year.
- Lease must be in the name of the applicant.
- Applications will be reviewed on a case-by-case basis. If the rental increase falls below the 20% threshold, then the North Miami Community Redevelopment Agency may request additional information to prove hardship and need for assistance.
- Previous thirty (30) days of bank transaction history.

Ineligible Applicants:

- Renters living outside the NMCRA geographic boundary.
- Renters whose household income falls outside of the very low to moderate area median income.

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2. Emergency Eviction Prevention Program

The intent of the Emergency Rental Assistance program is to provide rental assistance to residents within the NMCRA Redevelopment Area who are past due on monthly rental payments or are subject to eviction due to the recent proliferation of evictions in The City of North Miami Redevelopment Agency. The maximum assistance per applicant for this program is \$5,000. This program is only available for residential renters who are experiencing financial hardship.

Eligibility Requirements:

- Must reside within the North Miami CRA geographic boundary.
- Must be a resident of the City of North Miami for at least one (1) year.
- Proof of arrears – 3-day eviction notice.
- There must be an executed lease between you and the property owner or landlord for at least one (1) year.
- Lease must be in the name of the applicant.
- Proof of hardship – Employer Documentation (reduced pay, closed employer, no pay) – letter, email, or any other communication from employer.
- Previous thirty (30) days of bank transaction history.

Ineligible Applicants:

- Renters living outside the NMCRA geographic boundary.
- Renters whose household income falls outside of the very low to moderate area median income.

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NMCRA EMERGENCY RENTAL ASSISTANCE CHECKLIST

Please check that all **REQUIRED** items have been included and initial below:

- Completed NMCRA Application (signed & dated)
- Signed last year's Income Tax form including W2s
- Paystubs for the last three (3) months
- Bank statements for the last three (3) months (all pages)
- Other Income (child support, food stamps), if applicable
- Picture Identification (Driver's License, FL ID)
- Proof of monthly rental increase or Proof of arrears – 3-day eviction notice.
- Signed one-year lease agreement (current lease)
- If your monthly increase in rent is above the maximum monthly payment of \$500 from the NMCRA, please provide a plan for how you will pay the difference.
- Any other documents deemed necessary by the NMCRA, to determine eligibility.
- If approved, if the property owner or landlord is not already a North Miami City Vendor, a W-9 will need to be completed by the property owner or landlord.

Applicant's Initials: _____



NMCRA EMERGENCY RENTAL ASSISTANCE APPLICATION

Which program are you applying for? *(Please select one of the following):*

Rent Stabilization Program: The purpose of the Rent Stabilization Program (RSP) is to provide rental assistance for up to 10 months to residents in the North Miami CRA area. Applicants applying for assistance to pay an increase in their existing rent will receive up to \$500 a month, paid directly to their landlord. The rental increase must be 20% or above.

Emergency Eviction Prevention: The intent of the Emergency Rental Assistance Program (ERAP) is to provide rental assistance to residents within the North Miami CRA area who are past due on monthly rental payments or are subject to eviction due to the recent proliferation of evictions in the City of North Miami redevelopment area. The maximum assistance per applicant for this program is \$5,000.

APPLICATION INFORMATION

Applicant Name: _____

Residence Address: _____

How long have you lived at that address? _____ Years

Is this property within the CRA Boundaries? Yes No

Date of Birth: _____ Email: _____

FL ID#: _____

Phone: _____ Cell Phone: _____

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Are you behind on your rent? Yes No Monthly Rent: \$ _____

What is the amount due on your rent? _____

Type of Dwelling:

Condo Single Family Townhouse Apartment Other _____

Have you or your landlord ever received a NMCRA or City of North Miami Housing grant/subsidy? Yes No

If yes, please provide details: _____

Are you currently working? Yes No

If yes, please provide monthly income: _____ If no, when did you last work? _____

HOUSEHOLD INFORMATION

Include all household members (If more than 6, please write on a separate sheet of paper.)

	Full Name	Relationship	Date of Birth	Monthly Income
1				
2				
3				
4				
5				
6				

LANDLORD INFORMATION

The following information pertains to your landlord. This information is necessary as the rental assistance payment will be made directly to your landlord and applied to your account if the landlord agrees to participate. As the applicant, you will need to contact your landlord.

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Rental Agency/Landlord's Name: _____

Landlord's Phone Number: _____

Landlord's Email Address: _____

Landlord's Street Address: _____

Have you been served with a court-issued summons for Eviction? [] Yes [] No

Have you received a court-issued Writ of Possession for the property that you currently rent? [] Yes [] No

TERMS & CONDITIONS

Applicants must thoroughly review application guidelines and terms and conditions to ensure eligibility.

The NMCRA reserves the right to deny any submitted application if it is determined that such application does not meet the spirit, intent and/or legal requirements for the grant offered. Failure to comply with the preceding requirements or otherwise breaches of any grant requirements will result in the grantee being responsible to repay the grant to the NMCRA.

MONITORING PROCESS

Staff will monitor that the applicant continues to reside at the funded residence for the 30 days after payment is made. Applicant is required to report any changes to living conditions, employment, and assistance for the file.

PUBLICITY

By accepting this grant The grantee hereby consents to the NMCRA using its name and likeness (including photographs) in any publicity, public relations, advertisements and signs that recognize and support the NMCRA redevelopment activities in general and the Program in particular.

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CERTIFICATIONS

The Applicant must certify in good faith to all the below by checking each one:

- I (we) have read and understand the statements included in this application.
- I (we) understand that an application for this program is not a guarantee of funding from the NMCRA.
- I (we) understand that all funds are subject to availability, and the applicant may not receive the total amount requested, if any.
- I (we) further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects.
- I (we) understand that the NMCRA may revise this application and its requirements at any point in time.
- I (we) understand that only one member of my household can apply for the Emergency Rental Assistance program benefits. Multiple applications will not be considered for funding.
- I (we) understand that if I am (we are) selected for the program, funds will be sent directly to the landlord.
- I (we) understand that I (we) must notify the NMCRA 30 days prior to the lease being terminated or if I (we) plan to move.
- I (we) understand that I (we) must provide the NMCRA with proof, on a monthly basis, that I (we) have paid my (our) portion of rent before payment is released to a landlord/property owner.
- I (we) understand that payment from NMCRA as part of the Rent Stabilization Program will be issued up to 30 days after the first of the month.
- I (we) understand that preference will be given to applicants who are seniors aged 60+ or who have family members living with them under the age of 18.
- I (we) understand that if I (we) do not respond to Staff's request for further information or support documentation promptly, the Staff may go on to another application and my (our) application may no longer be eligible to receive funding.
- I (we) understand that in the event of a breach of any of the terms, conditions and certifications contained herein, that I (we) may be required to repay some or all of the funding that I (we) have received.



SIGNATURE

My signature below indicates that I have read and fully understand this document and its contents, and I verify that all information provided is true and correct in all respects and I make such statement under penalties of perjury. Each party who is on the lease as a tenant must sign.

Each party who is on the lease as a tenant must sign.

Name: _____

Date: _____

Signature: _____

Name: _____

Date: _____

Signature: _____

Name: _____

Date: _____

Signature: _____



LANDLORD'S CERTIFICATE
Emergency Rental Assistance Program

Lease Agreement dated as of ____/____/____ (the "Lease") between _____ (the "Landlord") and _____ (the "Tenant")

The undersigned is the owner of the leased premises as defined in the Lease, which leased premises are leased to the Tenant. We understand that the Tenant has applied to the North Miami Community Redevelopment Agency ("NMCRA") to participate in the Emergency Rental Assistance Program or Rent Stabilization Program, pursuant to which the NMCRA will provide rental assistance. Such rental assistance is paid by the NMCRA directly to the Landlord, which amount shall not exceed \$5,000. As a condition of participation in the Program, the NMCRA requires the undersigned to provide specific certifications to the NMCRA as set forth herein.

Landlord certifies to the NMCRA that:

- (a) the Landlord consents to the Tenant participating in the Program;
- (b) the Landlord is the owner of the leased premises defined in Lease;
- (c) the rent in the Lease from the prior term to the current term increased by at least twenty percent (20%) or tenant is subject to eviction due to the recent proliferation of evictions
- (d) the remaining term of the Lease extends to a date that is at least one (1) year after the date hereof;
- (e) Landlord agrees to promptly provide the NMCRA with written notice of any default by the Tenant and/or termination of the Lease; and
- (f) Landlord agrees that all rental assistance payments paid by the NMCRA to the Landlord shall be applied to the rent due under the Lease for credit to the Tenant.

LANDLORD

Name: _____ Title: _____

Signature: _____ Date: _____

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