



Date: 5/4/2021

RE: Chicago Low-Income Housing Trust Fund (the "Trust Fund") Rental Subsidy Program (RSP)

CC: Housing Opportunities for Women (HOW)

Dear Tenant,

Please be advised that the relationship between the property owner at 77 W. Washington St. and the Trust Fund has ended. To continue to receive benefits from a property owner's subsidy, you must locate a new property owner who is willing enroll to the RSP on your behalf. Once the new owner has fully enrolled in the program, as their tenant, they will share their subsidy with you.

The new property owner you locate must be approved by the Trust Fund Board of Directors (the "Board") before you sign a new lease. You must notify the Trust Fund that an interested property owner is willing to apply on your behalf no later than 6/4/2021. Please share the 2nd attached letter with the potential property owner.

Failure to identify a new property owner and alternative housing by this date means you will no longer be eligible to benefit from your current subsidy and you will thereafter be responsible for paying full market rent in your current unit.

Our records indicate that you currently live in **2-bedroom, Total Rent \$1,000**. To give the application the best chance of approval, the new property owner you locate must have:

- a unit of the same bedroom size or fewer bedrooms & *must include heat as part of the rent*
- a unit at an equal (or lesser) total rent as referenced above
- a unit located within the Chicago city limits

Your tenant portion of rent may or may not be adjusted during this process. To make certain you remain qualified for our program, send to us immediately via email: info@clihtf.org or fax [844-204-7910](tel:844-204-7910) the following documentation:

1. Current Income Verification Form Exhibit I-1 and I-2 (see enclosed). *The income verification form must include all individuals that will reside in the new unit (adults and children).*
2. Proof of income for all persons 18 years of age or older in the unit. *Documentation of income can include one-month of pay stubs and/or notices of benefits from a governmental program such as Social Security.*
3. Evidence of your rent paid to your current property owner. *Rental receipts and/or a copy of the property owner's rental payment ledger for the last three (3) months of tenancy will indicate a good tenant status.*

Once the application has been submitted by the new property owner, it will be reviewed by TF staff for accuracy and completeness and will then be presented to the Board to request approval. *There is no guarantee of approval. Please follow up with the property owner directly as far as their application status. We are a property-based program and work directly with property owners.*

If you have any questions, feel free to contact us at 312-741-1912.

Sincerely,

Trust Fund Coordinator

Enclosures: Exhibit I1/I2 / Letter to Potential Landlord



Date: 5/4/2021

RE: Chicago Low-Income Housing Trust Fund (the "Trust Fund") Rental Subsidy Program (RSP)
CC: Housing Opportunities for Women (HOW)

(Tenant Name)/77 W. Washington St. / 2-Bedroom, Total Rent \$1,000.00

Dear Potential Property Owner:

The Chicago Low-Income Housing Trust Fund (the "Trust Fund") Rental Subsidy Program (RSP) is a property-based program. We work directly with property owners who rent to households with income(s) that are lower than 30% of the AMI.

The tenant referenced above is seeking you out to apply on their behalf as a participant for our RSP. A Trust Fund Rental Subsidy Program application must be submitted before 6/4/2021.

Property owners are required to have access to the internet and any technological systems necessary for success in our program. Some of our systems are not made for mobile phones and can only be accessed through a computer or laptop.

Please contact the TF via email to info@clihtf.org to receive our Welcome Package, which contains the TF's program overview, our RSP Guidelines, and other introductory resources for interested property owners. After viewing the Welcome Package, if you would like to apply to the RSP, there will be a link within the Welcome Package that will direct you to the intake form. Please complete this form in its entirety.

Once the intake form has been submitted a staff representative will be in touch with an application. Once the application has been submitted, it will be reviewed by TF staff for accuracy and completeness. TF Staff will then present to the TF's Board of Directors for approval.

If you are NOT interested in applying, please notify (Tenant Name) immediately so that they can continue their search for another property.

There is no guarantee of approval. Please remain in constant contact with the tenant directly as far as your application status.

If the tenant has a case manager, part of your program participation will be that you and the agency will work together with their client, your tenant. The TF does not work directly with tenants.

Feel free to contact us with any questions at 312-741-1912. Please have a copy of (Tenant Name)'s letter in your hand to reference.

Sincerely,

Trust Fund Coordinator