

Partner Agency _____

CSP ID _____

SRA _____ TRA _____ (check one)

CSB TENANT RENTAL ASSISTANCE AGREEMENT, PART 1

CSB, partner agency case manager, and prospective tenant complete this part of the agreement immediately after USHS refers a prospective tenant to a vacancy

This agreement outlines your rights and responsibilities as a recipient of CSB rental assistance, and outlines the responsibilities of CSB and your case manager.

YOUR RESPONSIBILITIES

1. Actively work with your case manager to find and move into a unit, within the rent limits listed below
2. Follow up on referrals provided by your case manager and submit applications for units
3. Provide documentation of your household's income to your case manager and CSB
4. Obtain information about any utility arrearages and provide this information to your case manager and CSB
5. Pay your portion of the rent monthly to the landlord or partner agency, as specified in your lease or occupancy agreement
6. Pay your portion of utilities monthly to the utility companies, if applicable
7. If you get behind on rent or have any difficulties in your new unit, actively cooperate with your case manager on a payment plan and/or eviction prevention plan
8. Notify your case manager and CSB if your income or household composition changes
9. Participate in regular and at least annual service assessments with your case manager
10. Provide updated documentation of your household's income to your case manager and CSB annually
11. Cooperate with CSB on regular and at least annual inspections of your unit
12. Notify your case manager if you have maintenance issues in your unit
13. Follow all requirements outlined in your lease or occupancy agreement

YOUR CASE MANAGER'S RESPONSIBILITIES

1. For TRA, actively help you find a unit, within the rent limits listed below. For SRA, show you the available unit that the partner agency is leasing from the landlord.
2. Submit the Tenancy Request form and an unsigned lease or occupancy agreement to CSB.
3. Help you move into the unit (after CSB approves the Tenancy Request, the unit passes inspection, and you sign the lease or occupancy agreement)
4. If you get behind on rent or have any difficulties in your new unit, actively work with you on a payment plan and/or eviction prevention plan
5. Work with CSB and the landlord to quickly resolve maintenance issues in your unit
6. If maintenance issues cannot be resolved and result in your unit not passing inspection, work with you and CSB to identify a different unit
7. Check in with you at least quarterly and offer supportive services and/or referrals tailored to your goals and preferences. Conduct at least an annual service assessment
8. Work with you and CSB to prepare for unit inspections, update annual income documentation, communicate household changes, and adhere to requirements outlined in your lease or occupancy agreement.

CSB'S RESPONSIBILITIES

1. Review the Tenancy Request from your case manager to make sure:
 - a. the landlord is not barred from participating in the program
 - b. the lease is compliant, includes all required elements, and is fair to you
 - c. the rent is within Fair Market Rent
 - d. the rent is reasonable compared to other units in the area
2. Work with the landlord to schedule an inspection of the unit. CSB will not pay rent for a unit that does not pass inspection.

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3. Determine the portion of the rent and utilities that CSB will pay and the portion of the rent and utilities that you will pay (30% of your household's income)
4. Pay the security deposit to the landlord
5. Pay CSB's portion of the rent to the landlord monthly
6. Pay CSB's portion of the utilities monthly
7. Conduct an annual income assessment
8. Conduct an annual inspection
9. Work with your case manager and the landlord to quickly resolve any maintenance issues in your unit
10. If maintenance issues cannot be resolved and result in your unit not passing inspection, work with you and your case manager to identify a different unit

YOUR RIGHTS

You have the right to be treated with dignity, respect, and cultural sensitivity

You have the right to choose your own housing. You have the right to decline a decent, habitable unit offered to you once. Your case manager will offer you a second decent, habitable option. You will not be offered more than two units.

You have the right to reject substandard housing

You are encouraged, but not required, to participate in disability-related supportive services provided through your case manager

You have the right to receive housing and supportive services in this program, regardless of whether you are able to pay for these services

You have the right to self-determination in identifying and setting goals

You have the right to accommodation for literacy or language barriers

You have the right to physical privacy

You have the right to confidentiality and information about when confidential information will be disclosed, to whom, and for what purpose, as well as the right to deny disclosure

You have the right to reasonable access to records regarding your involvement in the program

Any children or youth in your household have the right to access public education and receive assistance exercising this right

You have the right to participate in the system's Citizens Advisory Council (and Youth Action Board, if you are between the ages of 18 and 25).

You have the right to access the program's grievance and appeals process and you have the right to have an advocate present during the grievance and appeals process

You have the same rights during the housing search process as you have after you are housed

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CONTACT INFORMATION

Case manager name: _____

Case manager contact information: _____

CSB housing team: housing@csb.org or 614-221-9195.

To submit a grievance or appeal a decision on a previously submitted grievance, contact the CSB rental assistance team. If you are not comfortable contacting the CSB rental assistance team, you can also contact the system ombudsman, Erin Maus (614-715-2541, emaus@csb.org)

SIGNATURES

Community Shelter Board

Printed Name: _____

Signature and Date: _____

Case Manager

Printed Name: _____

Signature and Date: _____

Prospective Tenant

Printed Name: _____

Signature and Date: _____

FAIR MARKET RENT LIMITS

Rents for the units in this program must be within the Fair Market Rent amounts established by the U.S. Department of Housing and Urban Development. Your case manager will tell you how many bedrooms your household is eligible for. **Fair Market Rent amounts include utility allowances.**

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|------------|---------|
| Efficiency | \$677 |
| 1 Bedroom | \$794 |
| 2 Bedroom | \$992 |
| 3 Bedroom | \$1,262 |
| 4 Bedroom | \$1,449 |