

# The Reentry Coalition of New Jersey

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## Rental Assistance Program



The Reentry Coalition of New Jersey (RCNJ) is an organization and a support system for New Jersey residents released from a State or Federal Prison, Correctional Facility, or Jail within the last three years. If you are homeless or at risk of becoming homeless, the Rental Assistance Program is designed to be a lifeline. The help will be short-term, primarily covering a security deposit and rent for one or two months or up to a maximum of three months, depending on your needs. We are committed to walking this journey with you and helping you regain your footing and create a stable life in New Jersey.

The following documents are needed for Rental Assistance consideration:

- The Rental Assistance Application
- Verification of Homelessness (Statement on Official Letterhead from Case Manager/PO)
- Proof of income (two pay stubs/ unemployment benefits or proof of SSI, SSDI, or GA in the form of a current “letter of Benefits” from the Agency issuing benefits)
- Identification (State-issued ID from Motor Vehicles, birth certificate, or social security card).

Let us guide you through the process. The following steps will describe the activities associated with your case, from application to being awarded Rental Assistance funding. Your Rental Assistance Application Package must have your Identification (NJ-ID, birth certificate, or Social Security Card) and proof of income (Pay Stub from employer, Benefits Letter, or Bank Statement Activity Report). We want you to feel informed and prepared every step of the way.

The following describes the Rental Assistance Award process:

- **The Letter of Intent for Rental Assistance:** Once the applicant sends their application along with their identification and proof of income, they will receive a Letter of Intent, valid for 90 days from the date on the letter. After receiving the Letter, the applicant can start looking for housing.
- **Leasing:** Once the applicant finds a suitable rental unit, they must ensure the monthly rent is eligible for payment with RCNJ-DCA grant funds. If the monthly rent is eligible for

funding, the applicant can sign the lease, and the landlord can email a signed w9 form to the Rental Assistance Coordinator. After receiving the executed lease and Landlord's W9 form, the Rental Assistance Coordinator will compile the lease package, write a recommendation, and then send it for review to the Financial Manager and Executive Director.

Upon approval of your Lease Package, the Executive Director will issue Rental Assistance check(s) and email copies to the Financial Manager and Rental Assistance Coordinator. The Executive Director will also use the US Post Service to send Landlord check(s) to the address on the W9 form.

- **Notification:** The Rental Assistance Coordinator will notify the applicant of the approval upon receipt of a copy of the Rental Assistance Check(s).

**Follow-up:** If there are issues that need further explanation or denial of Rental Assistance, the Rental Assistance Coordinator will advise the applicant.

### **Frequently Asked Questions:**

Question: Where can I look for housing?

Answer: You can look for housing in any of New Jersey's twenty-one Counties.

Question: How many bedrooms can I request funding for?

Answer: These funds are dedicated to individuals who are homeless. In most cases a one-bedroom apartment; in cases where the individual is court-ordered as the primary custodian for minor children, you can request two bedrooms.

Question: Can someone function as a cosigner on a lease?

Answer: Yes, but your name must appear as the primary renter on the lease.

Question: Can I rent an apartment from my parents?

Answer: No, you cannot rent from a family member, an intimate partner, or a friend.

Question: Can I rent a single-family home?

Answer: No, the DCA-RCNJ grant funds are for apartment rentals only.

Question: How long does it take for rental aid to be approved?

Answer: It depends on your circumstances. You would need to discuss your situation with the Rental Assistance Coordinator.

If you have questions, please contact the RCNJ Coordinator at 609-795-11 92.