



**EMERGENCY RENTAL
RELIEF PROGRAM**
BERGENCOUNTYCARES.ORG

Brought to you by
Bergen County Executive Jim Tedesco &
The Board of County Commissioners



FIRST TIME APPLICANTS

**** Due to the overwhelming number of applications, there is a delay in application processing. Applications are processed in the order they are received from oldest to newest. The ERAP review team is working diligently to get all applications processed as quickly as possible. ****

Requirements to Apply:

- Tenant must be a Bergen County Resident.
- Tenants household (every member 18 years of age or older) must make less than 80% of the Average Median Income of Bergen County. Click the below link for AMI Charts for each year. [HTTPS://www.huduser.gov/portal/datasets/il.html](https://www.huduser.gov/portal/datasets/il.html)
- Experienced a loss of income of financial burden since March 13, 2020.
- Non-Us Citizens are eligible to apply for ERAP Assistance.

Where do I apply?

Please visit BergenCountyCares.org on your computer, tablet or smartphone to complete the application. If you do not have access to the above technology or technologically challenged, please call our Call Center at 201-336-6013 and press 1 to setup an in-person appointment.

What documents will I need to apply?

You will need to provide: proof of identity, proof of residency, proof of income (for all years requesting assistance and for all members for the household 18 and older). Click [here](#) to access the Required Document Checklist.

What if I received rental assistance from another government program, can I receive assistance from Bergen County ERAP?

Yes. As long as the rental assistance that you have received from the other agency does not cover the same period of time being requested from our program (in whole or in part).

My landlord refuses to participate; can the funding be sent to me?

No. The program only allows for payment to the landlord. Landlord Participation is required as this is a tenant/landlord-based program. The program will advocate for the tenant to get Landlord participation; however, we cannot force them to participate. If however, the tenant



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completes their requirements of the program and qualifies, the program manager will provide them with a letter to take to court proceeding which states the landlord is not cooperating.

How long does the ERAP process take?

All applications are reviewed on a first come, first serve basis. There is a significant volume of applications, so please anticipate several weeks for an answer.

I have an eviction notice and trial date set, what is next?

As stated in the previous answer, we complete applications in the order they were received from oldest to newest. Unfortunately, all applicants in our program are facing the same issues when it comes to eviction. Some judges allow for stays if you can prove you have an application in the program. To do that please print out your application and submission date from your portal and provide to the courts. Letters will not be issued, until the application has completed review and a determination is made regarding eligibility.



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EMERGENCY RENTAL ASSISTANCE REVIEW DOCUMENTATION CHECKLIST

1) **Proof of Identity:** (for applicant) – Please provide **one** of the following:

- a. Front of State issued license or Identification.
- b. Front and back of Green Card
- c. Passport (us or International)
- d. Valid interim driver's license

2) **Proof of Household:**

NOTE: **One** of the following listed documentation types below are required **for all** individuals residing in your household.

- a. Front of State issued license or Identification. (For all adult members)
- b. Front and back of Green Card (for adult and child members)
- c. Passport (us or International) (for adult and child members)
- d. Valid interim driver's license (for adult members)
- e. Birth Certificate (for children)
- f. School Enrollment Documentation (for children)
- g. School Immunization Records (for children)
- h. Health Benefits Identification Card.
- i. Listed on file IRS 1040 Signed Tax return.



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3) **Proof of Income:**

Note: **One or more** of the following listed documentation types below are required **for all adult** individuals residing within the household. Signing and attaching a signed Income Attestation will benefit the applicant in any of the circumstance.

_____ 1) If requesting 2020 rental arrears: 2020 Signed tax return **or** 2020 W-2, 2020 1099, Unemployment statement, SSI letter, Veteran Benefit Letter **and** the signed 2020/2021 income certification (attached here).

_____ 2) If requesting 2021 rental arrears: 2021 Signed tax return **or** 2021 W-2, 2021 1099, Unemployment statement, SSI letter, Veteran Benefit Letter **and** the signed 2020/2021 income certification (attached here).

_____ 3) If requesting 2022 rental arrears: 2022 Signed Income Attestation displaying the last 60 days of income **and** if income is being reported, please provide paystubs, SSI letter, Veteran Benefit Letter, Unemployment payments to support the amount being reported.

4) **Proof of Residence:**

Note: **One or more** of the following listed documentation types below are required.

_____ a. Signed executed lease for the time period of assistance and any extensions. If the document is not signed you may provide it along with a signed Residency Certification (attached to this email).

_____ b. In the absence of a lease agreement or lease extension please provide a signed copy of the Residency Certification (attached to this email).

5) **Proof of Utility:**

Note: Required only if applicant is seeking utility assistance. Please not PSE&G checks all accounts and provide the County with an accurate balance before payment is issued.

_____ a. Utility Bill for Gas and Electric **only**. Please make sure your full account number, name and address is listed on your utility document.