

COORDINATED ENTRY RENTAL ASSISTANCE PROCESS

THE OFFICE OF COMMUNITY SERVICES' COORDINATED ENTRY HAS THE ABILITY TO ASSIST HOUSEHOLDS (SINGLES, ADULTS ONLY HOUSEHOLDS, OR FAMILIES WITH MINOR CHILDREN) EXPERIENCING HOMELESSNESS WITHIN OUR COC MOVING INTO PERMANENT HOUSING TO RECEIVE FIRST MONTH'S RENT AND/OR SECURITY DEPOSIT.

ELIGIBILITY FOR RENTAL ASSISTANCE REFERRAL

- **The household must meet our CoC Level of Homelessness.**
 - *For purposes of this process, individuals should easily meet this as the referral sources would be emergency shelter or street outreach staff.*
 - *This information would need to be confirmed with an enrollment in HMIS or, potentially, written documentation from a street outreach provider.*
- **The household must have a letter of intent to rent or a signed lease.**
 - The letter of intent and lease must have a firm move-in date documented.
 - Properties utilizing a Housing Choice Voucher (Section 8) must pass inspection before submitting the request for assistance.
 - The landlord/property manager must be willing to accept 3rd party assistance and allow the household to move into the property upon payment.
 - *This completed document will need to be attached to the referral email.*
- **The household must demonstrate the ability to sustain the rental payments moving forward.**
- **HAP specific eligibility:**
 - **The household must be at or below 200% of FPL.**
 - Grant limits:
 - \$1000 total for single individuals and households without minor children.
 - \$1500 total for households with minor children.
 - If the amount of first month's rent & security deposit is above the limit, then the household must provide a solid plan as to how they plan to make the full payment.
 - The household must not have received HAP assistance within a 2-year period.
- **Housing Stabilization Program (HSP) specific eligibility:**
 - The new unit **must** be within the limits of the City of Pittsburgh.
 - Grant limit is \$3000 for all household types.
 - The household must not have received HSP assistance within a 5-year period.

REFERRAL STEPS

1. The household can reach out to the Allegheny Link directly by phone (1-866-730-2368) or in person at the Human Services Building (1 Smithfield Street Downtown).
2. Provider staff can email the Allegheny Link supervisors below providing the following pieces of information and attaching the lease of letter of intent to rent:

HoH First & Last Name	
HoH Contact Information	
Type of Unit (Market Rate, Subsidized, HCV)	
Address of Unit	
Landlord/Property Manager Name	
Landlord/Property Manager Contact Info	
Amount of Security Deposit Needed	
Amount of First Month's Rent Needed	

CONTACTS FOR PROCESS

This request process is managed by Coordinated Entry and any process specific questions can be sent to:

- Johnna Kerner, Coordinated Entry System Manager Johnna.Kerner@AlleghenyCounty.US
- Sydney Merchant-Lewis, Allegheny Link Supervisor Sydney.Merchant-Lewis@AlleghenyCounty.US
- Melinda Quinerly, Allegheny Link Supervisor Melinda.Quinerly@AlleghenyCounty.US
- Maura McClintock, Allegheny Link Supervisor Maura.McClintock@AlleghenyCounty.US

LETTER OF INTENT TO RENT

On Page 3 (the next page) there is an example of a blank Letter of Intent to Rent with the required information needed.

Please feel free to use this with households that you are referring and in your communications with landlords.

If they have their own version of the Letter of Intent to rent – please ensure it has all relevant information.

Letter of Intent to Rent

My name is _____, and I am willing to rent the unit listed below to

(Landlord/lady)

_____, beginning _____.

(Potential Renter)

(Move-in Date)

Unit Address	
House Number and Street:	
Apartment Number:	
City, State, Zip:	

The monthly rent will be _____, and the required security deposit is _____. I am willing to accept funds from a 3rd party.

The tenant will be responsible for:

- Gas
- Electric
- Water
- Sewage
- Garbage

Sincerely,

(Landlord/lady Printed Name)

(Landlord/lady Signature)

(Landlord/lady Phone Number)

(Landlord/lady Mailing Address)