



City of Santa Maria
Department of Community Development
Special Projects Division
Tenant-Based Rental Assistance Program Guidelines

PROGRAM PARTICIPATION

Full Security Deposit Assistance:

The Tenant Based Rental Assistance Program can provide up to 100 percent of the total security deposit amount documented in the lease agreement if the full security deposit amount does not exceed **\$2,500 (max assistance)** and ***the equivalent of two months rent for the unit.***

In order to receive the assistance, the participant must:

- ✓ Be approved by a Qualified Referring Agency (QRA)
- ✓ Be income-qualified having income that is 60 percent or less of the area median income;
- ✓ Find a unit that is the appropriate size for their family;
- ✓ Find a unit that is in a decent, safe, and sanitary condition;
- ✓ Find a unit that rents for a reasonable amount;
- ✓ Find a unit that is located in the City of Santa Maria (including the unincorporated areas of Santa Maria, Tanglewood and Orcutt); and
- ✓ Be unable to pay for their security deposit in order to secure housing.

The owner/landlord must agree to a Housing Quality Standards (HQS) inspection by the referring agency as well as submittal of a W-9 tax form to receive payment. Payment will be made directly to the landlord. City staff will review the client's intake packet and once it has been approved the QRA will receive a copy of the client's approved intake form. The approval will detail the amount that the participant is approved for to receive as a security deposit grant.

IMPORTANT!

The payment from the City of Santa Maria **cannot** be used as reimbursement if the tenant has already paid the full security deposit amount. When the tenant moves out of the unit the whole security deposit amount that they are entitled to receive should be returned to them including the portion paid by the City. Also, please allow sufficient time for the intake process as well the payment process. The City's accounts payable operates on a bi-weekly schedule.

UNIT SELECTION

When a unit is found:

- Step 1 The owner/landlord, tenant and QRA will conduct and sign the Housing Quality Standards inspection document as well as the Lead Based Paint (LBP) Disclosure.
- Step 2 All of the above documentation will be submitted by the QRA to the City of Santa Maria, Special Projects Division, 110 South Pine Street, Room 107 (copy of lease agreement, contract and lease addendum, signed HQS and LBP disclosure acknowledgement).

If a unit does not pass the inspection, the owner/landlord will be given a chance to make repairs or adjust the rent before rejecting the unit.

QUESTIONS OR CONCERNS

If you have questions or concerns with regard to this program, please contact the City of Santa Maria Special Projects Division at 805-925-0951 extension 2118:

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FAIR HOUSING DISCLOSURE

It is against the law to discriminate in the selection of tenants for rental housing. Owners are permitted to screen applicants to determine if they will be good tenants by checking on such things as how well you have maintained your housing in the past, and whether you pay your rent on time. However, landlords are not permitted to reject applicants on the basis of race, ethnicity, religion, national origin, sex, handicap, or familial status. If you believe that you have been a victim of discrimination, you may file a complaint by contacting:
U. S. Department of Housing and Urban Development
451 7th Street, S.W., Room 7162
Washington D.C., 20410