



Claremont Temporary Housing Stabilization and Relocation Program

**Supplemental Application – Relocation Expense Reimbursement/No-Fault Eviction**

\*\*\* This section only needs to be completed by applicants seeking **reimbursement for relocation expenses due to a no-fault eviction.**

No other applicants should complete this section. \*\*\*

*Para información en español - (909) 399-5398.*

Applicant Full Name: \_\_\_\_\_

Applicant Home Address:

\_\_\_\_\_  
\_\_\_\_\_

If tenant(s) can prove that their total cost to relocate **exceeded** (or will exceed) the amount of any relocation assistance that will be or was provided by their former housing provider, the City of Claremont may provide financial assistance based on age, disability status, household composition, income level, unit size, and/or unit tenure. Please reference the Claremont Temporary Housing Stabilization and Relocation Program Guidelines for current allowance caps. 50 percent of the relocation assistance will be available to eligible tenants at the time that they receive an eviction notice, and 50 percent will be available upon/after move-out.

You must provide the following documentation as proof:

- A copy of your new, legal, up-to-date lease in writing with appropriate addendums (the property that you moved into). The lease should reflect the total amount of people residing in your household.
- A copy of your prior lease in writing with appropriate addendums (i.e., the property that evicted you at no-fault). This property **must** be located in Claremont. The lease(s) should reflect the total amount of people residing in your household as well as the total length of your tenancy at said property.

- If there is a senior citizen named on the lease (adults who are 62 years of age or older) you must provide a copy of an identification document that verifies their date of birth.
- If there are one or more people with disabilities in the household, you will be required to sign an attestation under penalty of perjury stating that one or more members of the household have a physical or mental impairment that substantially limits one or more of the major life activities of such individual(s). Please see attestation at the end of this Supplemental Application. You will not be asked to provide any medical information or documentation relating to the disability.
- A copy of the no-fault eviction notice.
- A receipt **OR** attestation from your former housing provider that shows the full amount of relocation assistance that you were paid or that you will be paid. If you are interested in receiving 50 percent of the relocation assistance at the time that you receive an eviction notice, you must submit an attestation from your housing provider indicating the full amount of relocation assistance that they have and/or will be paying you.
  - If an attestation from your former housing provider is submitted as proof, it must include your full name (the applicant), the rental property address, and the full amount of relocation assistance that you were paid (and/or will be paid in total) as well as the date that you were paid. The attestation must also be signed by the former housing provider and include their phone number, email address, and business address.
  - If a receipt is provided as proof, the receipt must be dated and must indicate the names of the payer and payee as well as the full amount paid. A copy of the original receipt is acceptable.
- A complete W-9 (for the applicant to receive payment from the City).

If your household is low-, very low-, or extremely low-income as defined by HUD, you will also be required to produce the following documentation for each adult member of your household:

- Most recent pay stubs or similar documentation showing two months' or more of your household's monthly income
- Tax document, such as a W-2, Tax Return, 1099-MISC, or other applicable tax document
- Social Security or Social Security Disability Insurance statements or benefit letters (if applicable)

**All relocation assistance applicants** must submit itemized receipts, quotes\*, or reservations\* (\*if 50 percent of the relocation assistance is being requested at the time of eviction notice) of all **eligible** relocation expenses. Copies of (or original) **itemized receipts** are required for all eligible

expenses (i.e., you may initially provide a quote or reservation to receive 50 percent of the relocation assistance “up front,” but will still be required to produce a receipt and submit the receipt as proof of purchase).

The following items are the **only** eligible relocation expenses that will be considered for reimbursement through this Program:

- Moving expenses – The cost of hiring professional movers or renting equipment (such as a truck or van) to pack and/or move your personal belongings from your former unit to your new unit.
- Security Deposit – The cost of the security deposit for your new unit.
- Hotel/Motel/Short Term Housing Stay – If applicable, the cost of your hotel/motel/short term housing stay between the date of your (no fault) eviction and the date that your new lease commenced. The hotel/motel/short term housing itemized receipt or statement must list you (the applicant) as the primary guest and must show the dates of your stay as well as the nightly room rate. The first 28 nights of your hotel/motel/short term housing stay are the only nights eligible for reimbursement. Please note that meal and laundry allowances (i.e., meals purchased **during your interim stay** and laundromat costs **during your interim stay**) are also eligible.
- Pet Accommodations – Pet boarding that must occur as a result of tenants temporarily residing at a hotel/motel/short term housing stay between the date of their (no fault) eviction and the date that their new lease commenced (up to 28 nights as described above).
- Lost Wages – Up to 5 days of lost wages for time off work to relocate. You must provide proof of loss of income (e.g., paystubs) that demonstrate your time off was relocation-related.

#### Risk of Housing Instability

Applicants who can provide proof that are on a fixed income and/or are an “extremely low-income household” (as defined by HUD) will receive higher priority.

**Did you provide such documentation in your application? Circle one:** Yes    or    No

#### Certification

This section must be complete by **all relocation reimbursement/no-fault-eviction** applicants. Please sign below to certify that all of the statements below are true.

- I understand that I must complete this Supplemental Application and the Program Application and **provide all required documentation** before my application will be considered for the Claremont Temporary Housing Stabilization and Relocation Program.

- I understand that if I am selected for this program, then I must submit a complete W-9 Form to the City of Claremont in order to receive my payment/reimbursement and that I will be required to sign an affidavit under penalty of perjury that the information that I have submitted in support of my application is true and that I have not submitted any false or misleading information.
- I understand that the Claremont Temporary Housing Stabilization and Relocation Program Guidelines contain **maximum possible allowances** and that the City of Claremont will require tenant(s) to prove that their total cost to relocate **exceeded** (or will exceed) the amount of any relocation assistance that will be or was provided by their former housing provider. I understand that costs will not be paid or reimbursed beyond the actual cost of eligible relocation expenses.
- Attached to this application, I have provided a copy of my current legal, up-to-date lease with appropriate addendums.
- Attached to this application, I have provided a copy of my prior lease with appropriate addendums (the property that evicted me at no-fault). This property is located in Claremont.
- Attached to this application, and in accordance with the description on the previous page, I have provided a receipt **OR** attestation from my former housing provider that shows the full amount of relocation assistance that I was paid.
- Attached to this application, and in accordance with the description on the previous page, I have provided itemized quotes and/or receipts of all **eligible** relocation expenses. I understand that copies of (or original) **itemized receipts** are required for all eligible expenses (i.e., you may initially provide a quote or reservation to receive 50 percent of the relocation assistance “up front,” but will still be required to produce a receipt and submit the receipt as proof of purchase before receiving the final 50 percent of your relocation assistance).

Applicant Signature: \_\_\_\_\_

**ATTESTATION FOR HOUSEHOLDS WITH PEOPLE WITH DISABILITIES**

By signing below, you attest under penalty of perjury that one or more members of your household have a physical or mental impairment that substantially limits one or more of the major life activities of such individual(s).

Applicant Signature: \_\_\_\_\_