

Lease Incentive Program

Tarrant County Housing Assistance Office

Frequently Asked Questions

Updated March 2022

About Tarrant County's Lease Incentive Program

The Tarrant County Lease Incentive Program is designed to provide financial assistance to eligible residents of Tarrant County. The assistance is a grant and will not need to be repaid. Residents in need of assistance may be eligible to receive help with a security deposit, application fee, relocation/moving cost, hard to house fees, and hotel/motel extended stays.

1) Who is eligible?

Tarrant County residents may be eligible for the program if they meet the following criteria:

- An adult 18 years of age and older residing in Tarrant County, **outside the cities of Fort Worth and Arlington.**
 - Assistance can only be provided for renters of a unit located in Tarrant County but outside the cities of Fort Worth and Arlington or resides at a hotel/motel located in Tarrant County, outside the cities of Fort Worth and Arlington, for at least 14 consecutive days and is obligated to pay rent to the hotel/motel.
- Qualifies for unemployment, has experienced a reduction in household income, incurred high costs or has experienced a financial hardship due to the COVID-19 pandemic.
- Demonstrates a risk of experiencing homelessness or housing instability
 - Applicant must have been recently evicted (within the last 90 days)
 - Applicant must be in the process of a move and need assistance that could make the unit now become accessible (deposit, moving fees, etc.).
 - Applicant must be living in a temporary living situation (friends, family, hotel, or motel)
 - The applicant may self-attest that they are at risk of experiencing homelessness or housing instability



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- Has a household income at or below 80% of the Area Median Income (AMI). See *chart below Question 2*.

2) What is the Area Median Income, or AMI?

Area Median Income (AMI) is the mid-point of an area's income. Using the chart below, find the number of people in your household. If your monthly household income (total of all household members' gross incomes (income before taxes and other deductions) is less than the amount in the far-right column, you may be eligible for this program.

	Very Low Income	Low Income
Household Size	50% AMI	80% AMI
1	\$28,300	\$45,300
2	\$32,350	\$51,750
3	\$36,400	\$58,200
4	\$40,400	\$64,650
5	\$43,650	\$69,850
6	\$46,900	\$75,000
7	\$50,100	\$80,200
8	\$53,350	\$85,350

3) What assistance is provided through the Lease Incentive Program?

If the applicant/household is eligible, assistance may be provided as follows:

- Security deposit assistance up to the amount of the first month's rent with a maximum of \$2,500 per household.
- Relocation/moving expenses up to \$750 per household.
- Application fees of up to \$75 per adult household member. If the application is denied, LIP will pay for one additional application fee for the family at a different property.
- Hard to house fees up to a maximum of \$2,500 per household.



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- Hotel and motel fees for extended stays up to a maximum of \$2,250 per month (\$75 per day) with a maximum stay of 3 months per household.

A family may apply for one or more of the above services at the time of application or submit an interim application for additional services.

4) What is the application process like? How will applications be prioritized?

All applicants must complete an online application for the Lease Incentive Program. The Tarrant County Housing Assistance Program will manage the online application and oversee the application process.

Applications will be prioritized based on the following point system:

- Household income 50% AMI or lower – 10 points
- Secured a unit, but needs security deposit – 5 points
- Unemployed for 90 days or more – 5 points

5) How do I apply? What documents will I need?

To apply online, click on the link on the [Housing.tarrantcounty.com](https://www.housing.tarrantcounty.com) Applications can also be completed in person by appointment only at the Tarrant County Housing office located at 2100 Circle Drive #200, Fort Worth, TX.

Tip: If you do not have internet at home, you may go to your city library, community center, or other public building with free Wi-Fi connection.

Documents needed:

For proof of income, one or more of the following documents must be provided.

- 2021 Tax Return
- Paycheck stubs/wage statements dated within 60 days of the date of application
- Employer attestation of wages paid within 60 days of the date of application
- Unemployment statement dated within 60 days of the date of application



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- Bank statements for the three months before the date of application
- Self-attestation alone may be accepted if the applicant confirms they cannot document their sources of income. A written attestation may be obtained from the applicant, a caseworker, or another professional regarding household income in the following situations (limited circumstances):
 - Place of employment closed
 - The payment was received in cash
 - The household has no qualifying income
 - Self-employed but does not file taxes

Note: If an applicant's household income has been verified to be at or below 80% AMI in connection with another local, state, or federal government assistance program, a determination letter from that agency verifying income and program eligibility on or after January 1, 2021, may be accepted (e.g., SNAP or Medicaid).

6) What documents will the landlord/owner need to submit?

The landlord/owner of the property will need to provide the following documentation:

- Completed Form W-9 (on rev. October 2018 form)
- Tenant ledger (hotel/motel)
- Unexecuted lease agreement/contract
- Fully executed lease agreement/contract (is needed in order to make payment)
- State/government-issued or other acceptable forms of photo ID
- Proof of ownership
- Tarrant County Appraisal District (TAD) documenting the name of the property in the owner

Note: An unexecuted current lease agreement/contract/tenant ledger (hotel/motel) will be required at the time of application to verify potential rental status. The agreement must include the property address, all potential adults in the household, proposed lease start date and rent



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amount. Hotels/motel ledger must show the family has been residing in the unit for at least fourteen (14) days.

7) How are payments made?

Tarrant County Housing Assistance Office will provide a promissory note to the landlord/owner once the applicant has been approved for LIP and has found a unit that will accept them.

The promissory note will be fulfilled within 60 days of receiving all required documents, i.e.:

- A fully executed lease is needed to receive payment for a security deposit or
- A paid receipt from a moving company that shows the applicant's items were moved to the new unit indicated on the lease.

If payment is made directly to the applicant/household, proof of payment to the landlord or hotel/motel must be submitted by the applicant to Tarrant County within 15 days of receipt of assistance.

8) Can I be reimbursed for moving expenses?

If a family needs assistance with moving expenses, the family must pay for the cost upfront and provide documentation to receive reimbursement. A family can receive up to \$750 for relocation/moving expenses.

9) Who can applicants speak to for questions?

For questions, applicants can contact the Tarrant County Housing Assistance Office at 817-531-6769.

