Illinois Court-Based Rental Assistance Program Toolkit

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Illinois Court-Based Rental Assistance Program

For Residents Outside Of Cook County*

Eligibility Requirements

To receive assistance through Court-Based Rental Assistance Program (CBRAP), tenants must meet the following criteria:

- Tenant must be in a court-eviction proceeding and provide eviction court documentation.
- Household must have experienced a financial hardship directly — or indirectly — due to the pandemic.
- The household is behind on rent and/ or is at risk of experiencing homelessness or housing instability.
- 2020 household income was below 80% of the Area Median Income (AMI), adjusted for household size.
- Proof of citizenship is **not** required. Rental assistance is not a "public- charge" benefit.

Documentation Requirements

Information needed to apply will include:

Tenants

- Government-issued photo ID
- Tenant & household information proof of address
- Proof of household income
- Rent details and amount past due
- Proof of public assistance, if applicable
- Valid email address
- Eviction court document (court-summons document)

Housing Providers/Landlords

- Proof of ownership
- Proof of unpaid rent
- Rental lease, if available
- Valid tenant email address
- Eviction court document (court-summons document)

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***Cook County residents, including City of Chicago residents, can receive court-based rental assistance by contacting https://www.cookcountylegalaid.org**

How to Apply

Before You Begin Your Application

- ✓ Gather ALL necessary documents for your application.
- ✓ Make sure the Tenant and Landlord each have an active email account.

Section I – Completed by Tenant

- **Visit ilrpp.ihda.org and submit:**
  - Court Summons Information
  - Your Name & Email Address
  - Landlord Name & Landlord Email Address
  - Rental Unit Information
  - Lease Information
  - Previous COVID Assistance (if received)
  - Amounts of Past Due Rent
- After completing Section I, the Tenant will receive an email from DocuSign within 24 hours with instructions to complete Section II. Please monitor your email, including spam and junk folders.

Section II – Completed by Tenant

- Click REVIEW DOCUMENTS in the DocuSign email
- Click CONTINUE, upload your documents, and enter:
  - Government-issued Photo ID (*regardless of expiration date*)
  - Proof of Address dated within 90 days
  - Income Information or a completed and signed Income Attestation Form
  - Eviction Court Document (*Court Summons Document*) – **(Please note, court documentation is required for review of the application)**
- Copy down your Application ID # located at the top left side of the page
- If you need to finish your application later, please click FINISH LATER

  You can access your saved application in the email link from DocuSign
- Submit application by clicking FINISH - <u>changes cannot be made once application has been submitted.</u>
- Once you have submitted Section II, the Landlord will receive an email from DocuSign within 24 hours with instructions to complete Section III.

How to Apply Cont'd

- Section III – Completed by Housing Provider/Landlord
  - Click REVIEW DOCUMENTS in the DocuSign email.
  - Click CONTINUE, upload your documents, and enter:
    - Grant Payment Information (who grant should be paid to)
    - SSN or ITIN (if payment is made to an individual)
    - Employer ID Number (if payment is made to a business entity)
    - Eviction Court Document (Court Summons Document)
      (Please note, court documentation is required for review of the application)
  - Copy down your Application ID # located at the top left side of the page
  - If you need to finish your application later, please click FINISH LATER
    - You can access your saved application in the email link from DocuSign
  - Landlord must click FINISH to submit Section III - changes cannot be made once application has been submitted.

Both Tenant and Housing Provider/Landlord MUST submit their Sections of the application to be eligible for review.

Check Your Application Status

Visit **ilrpp.ihda.org/status** and enter Application ID and zip code of the rental property.

Need Assistance?

Contact the call center at **866-ILHELP1 (866-454-3571)**.

Payment For Approved Applications

Upon notification by the Illinois Housing Development Authority (IHDA) that the rental assistance application is approved, All Chicago Making Homelessness History (All Chicago) will start the process to review and issue payment to the housing provider/landlord.

All Chicago will verify the housing provider/landlord's taxpayer identification number (TIN) with the IRS. If the owner's name and TIN do not match IRS records, All Chicago will put the payment on hold and contact the owner to obtain corrected information. Payment cannot be processed until the owner responds to All Chicago with the correct information.

In most cases, the payment will be made in the form of a check. The payment remittance advice will contain the following information: Tenant's first and last name and tenant address.

If an owner has not received a check payment within 10 business days of the notification that the case is approved by IHDA, submit an inquiry to erapcourt@allchicago.org. The inquiry should include the following information:

- Owner name
- Owner mailing address
- Owner phone number
- Tenant name
- Tenant unit address
- Amount of payment (if known)

After receiving the inquiry, All Chicago will initially respond by email by the following business day.

Illinois Court-Based Rental Assistance Program

Serving residents outside of Cook County*

Frequently Asked Questions (FAQ's)
Housing Providers/Landlords

Disclaimer:
Information included in this document will be updated on a regular basis when applicable.

Eligibility

1. **Who is eligible to receive assistance from the Court-Based Rental Assistance Program?**

   Illinois tenants may be eligible to receive CBRAP assistance if:

   - Must have a pending eviction due to nonpayment. A Court-Summons document will be required.
   - The household lives in Illinois and rents their home as their primary residence.
   - The total gross income cannot exceed 80% Area Median Income for location (find county income limits here).
   - The household experienced a financial hardship, including a loss of income or increased expenses, due to the COVID-19 pandemic.

2. **Are there immigration status requirements for the Court-Based Rental Assistance Program?**

   No, CBRAP assistance is available to all eligible renters in Illinois regardless of immigration status. CBRAP assistance is not a "public charge" benefit.

3. **I am an out of state housing provider with a rental property in Illinois. Can I complete a joint application with my Illinois resident tenants?**

   Yes. If your tenant is an Illinois resident and is renting the unit as their primary residence, they may be eligible for CBRAP assistance.

4. **I own and live in a multi-unit building which is also tenant occupied. If a tenant residing in my building meets eligibility requirements, can they initiate a joint application?**

   Yes. Tenants may be eligible for CBRAP assistance provided they rent their own unit and are not members of the housing provider's household.

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***Cook County residents, including City of Chicago residents, can receive court-based rental assistance by contacting https://www.cookcountylegalaid.org**

Frequently Asked Questions
Housing Providers/Landlords

Application

5. How do I apply for the Court-Based Rental Assistance Program?

- The CBRAP application is a joint application that begins with the tenant. After the tenant completes their section, the housing provider will be contacted by email with instructions to complete their portion of the application. **All CBRAP applications must be submitted online at ILRPP.IHDA.org.** An application will not be considered complete until both the tenant and the housing provider complete their sections of the joint application.

For tenants with barriers to accessing the online application, Housing Stability Servicer (HSS) organizations are standing by to help. Contact IHDA's call center at 1-866-IL-HELP1 (454-3571) to be connected with an available HSS agency or visit our website at: Housing Stability Service Providers (HSS).

6. What information do housing providers need to apply for the Court-Based Rental Assistance Program?

Housing providers will need the following information to apply:

- Valid email addresses for tenant and housing provider
- Rental unit information (unit type, address, rent amount)
- Grant payment information for check distribution
- Social Security Number or Individual Taxpayer Identification Number (if payment is made to an individual)
- Employee Identification Number (if payment is made to a business entity)

7. What documentation do housing providers need to provide when applying for the Court-Based Rental Assistance Program?

Housing providers will need to upload the following documents during the application process:

- Evidence of past-due rent
- Evidence of ownership (copy of 2019 property tax bill or 2021 monthly mortgage) statement
- Current signed lease (if available)
- Fully executed and current property management agreement (if payment is made to a property manager)
- Eviction Court Document (Court Case Summons Document)

8. Does my tenant need a lease to apply?

A current lease must be provided if available. If a current lease is not available, housing providers and tenants are still permitted to apply.

Frequently Asked Questions
Housing Providers/Landlords

9. Does my tenant need a Social Security Number to apply?

No, tenants do not need to provide a Social Security Number (SSN) or Individual Taxpayer ID Number (ITIN).

10. How much assistance can my tenant receive?

Tenants whose applications are approved will receive a one-time grant matched to their specific need. Assistance will cover up to 15 months of emergency rental assistance, paying up to 12 months of missed rent payments and up to three months of future rent payments.

11. Is there a limit to how many applications I can submit?

There is not a limit. Housing providers will need to apply separately for each household that has a court case number.

12. What happens after my tenant completes their section of the application?

The housing provider will receive an email within 24 hours with instructions to complete their section of the application. An application will not be considered complete until both the housing provider and the tenant have submitted their information.

13. What happens after I complete my section of the application?

After the housing provider and tenant have both submitted their information, the application will enter IHDA's queue for review.

14. How can I check on the status of my submitted application?

Applicants may use their application ID to check the status of their application at ILRPP.ihda.org/status. The application ID can be found on the first page of Section II and Section III. Please note that application status updates will not be available immediately.

15. When will I be notified if my application is approved for funding or deemed ineligible for funding?

IHDA expects extremely high demand for CBRAP assistance and will review completed applications as quickly as possible. Our goal is to notify applicants of funding eligibility within 15 to 30 days.

16. How will I be notified if my application is approved for funding or deemed ineligible for funding?

All program communications will be sent to the email addresses provided in the application. Housing providers and tenants should maintain access to the email accounts associated with the application.

Frequently Asked Questions
Housing Providers/Landlords

More Information

17. Who do I contact with questions about the Court-Based Rental Assistance Program?

If you have any questions or if you are unsure about anything regarding your application, please click here to refer to the list of organizations standing by to help or visit www.IHDA.org. For additional assistance contact the Illinois Housing Development Authority at 1-866-ILHELP-1 (1-866-454-3571). Our call center representatives will be able to answer questions related to the CBRAP program and provide further assistance.

18. What if my tenant is facing economic or social challenges, in addition to struggling to pay their rent?

Please encourage your tenant to connect with Department of Human Services ("DHS") in order apply for emergency rental assistance **and receive support for the economic or social challenges they are facing**. DHS and the partners working with DHS are equipped to assist persons who are experiencing food insecurity, have mental or physical health concerns, substance use concerns, excessive debt, legal challenges, immigration challenges, justice involvement, and domestic violence.

19. What should I do if I think someone is submitting false information to IHDA in connection with the Court-Based Rental Assistance Program?

IHDA takes all allegations of fraud seriously. If you have reason to believe someone is providing fraudulent information in an attempt to obtain emergency rental assistance, please visit ilrpp.ihda.org/Application/ReportFraud and provide as much detail as possible so that IHDA can promptly investigate the matter. Alternatively, persons can file a complaint online with the Office of the Executive Inspector General.

20. When will I receive the rental payment?

It is expected that owners will receive a check for payment of rent within 10 business days of their notification by the IHDA that their rental assistance application is approved. All Chicago is administering the payment process. If you do not receive your payment within 10 business days of the notification, you can email All Chicago at erapcourt@allchicago.org and they will respond within 1 business day

Illinois Court-Based Rental Assistance Program

Serving residents outside of Cook County*

Frequently Asked Questions (FAQ's)
Tenants

Disclaimer:
Information included in this document will be updated on a regular basis when applicable.

Eligibility

1. **Who is eligible to receive assistance from the Court-Based Rental Assistance Program?**

   Illinois tenants may be eligible to receive CBRAP assistance if:

   - Must have a pending eviction due to nonpayment. A Court-Summons document will be required.
   - The household lives in Illinois and rents their home as their primary residence.
   - The total gross income cannot exceed 80% Area Median Income for location (find county income limits here).
   - The household experienced a financial hardship, including a loss of income or increased expenses, due to the COVID-19 pandemic.

2. **Are there immigration status requirements for Court-Based Rental Assistance Program?**

   No, CBRAP assistance is available to all eligible renters in Illinois regardless of immigration status. CBRAP assistance is not a "public charge" benefit.

3. **If I am NOT in an eviction proceeding, can I apply for the Court-Based Rental Assistance Program?**

   No, your application will be ineligible for review. You must be in a court eviction proceeding and provide eviction court documentation.

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Frequently Asked Questions
Tenants

Application

4. How do I apply for the Court-Based Rental Assistance Program?

- The CBRAP application is a joint application that begins with the tenant. After the tenant completes their section, the housing provider will be contacted by email with instructions to complete their portion of the application. **All CBRAP applications must be submitted online at ILRPP.IHDA.org.** An application will not be considered complete until both the tenant and the housing provider complete their sections of the joint application.

For tenants with barriers to accessing the online application, Housing Stability Servicer (HSS) organizations are standing by to help. Contact IHDA's call center at 1-866-IL-HELP1 (454-3571) to be connected with an available HSS agency or visit our website at: Housing Stability Service Providers (HSS).

5. What information do tenants need to apply for the Court-Based Rental Assistance Program?

Renters will need the following information to apply:

- Valid email address.
- Court Case Number
- Monthly rent and amount past-due

6. What documentation do tenants need to provide when applying for the Court-Based Rental Assistance Program?

Renters will need the following information to apply:

- Eviction Court Document (Court-Summons document)
- Government-issued photo ID
- A utility bill or proof of address dated 90 days prior to the application (if the address on your ID is not your current address)
- Proof of household income in 2020 or 2021
- Proof of public assistance (if applicable)

7. Do tenants need a lease to apply?

Landlords must provide a current lease in their application if one is available. However, if a current lease is not available you may still apply for assistance.

8. Do tenants need a Social Security Number to apply?

No, a Social Security Number (SSN) or Individual Taxpayer ID Number (ITIN) is not required for tenants.

Frequently Asked Questions
Tenants

9. What happens after I complete my section of the application?

After the tenant completes Section I and Section II of the application, the housing provider will receive a link to complete Section III of the application. Once the housing provider has submitted their portion of the application, the application will enter IHDA's queue for review.

10. How can I check on the status of my submitted application?

Applicants may use their application ID to check the status of their application at ILRPP.ihda.org/status. The application ID can be found on the first page of Section II and Section III. Please note that application status updates will not be available immediately.

11. When will I be notified if my application is approved or denied?

IHDA expects extremely high demand for CBRAP assistance and will review completed applications as quickly as possible.

12. How will I be notified if my application is approved?

All program communications will be sent to the email addresses provided in the application. Please make sure you maintain access to the email accounts associated with the application.

More Information

13. Who do I contact with questions about the Court-Based Rental Assistance Program?

If you have any questions or if you are unsure about anything regarding your application, please click here to refer to the list of organizations standing by to help. For additional assistance contact the Illinois Housing Development Authority at 1-866-ILHELP-1 (1-866-454-3571). Our call center representatives will be able to answer questions related to the CBRAP program and provide further assistance.

14. What should I do if I think someone is submitting false information to IHDA in connection with the Court-Based Rental Assistance Program?

IHDA takes all allegations of fraud seriously. If you have reason to believe someone is providing fraudulent information in an attempt to obtain emergency rental assistance, please visit ilrpp.ihda.org/Application/ReportFraud and provide as much detail as possible so that IHDA can promptly investigate the matter. Alternatively, persons can file a complaint online with the Office of the Executive Inspector General.

Illinois Court-Based Rental Assistance Program

Serving residents outside of Cook County*

Frequently Asked Questions (FAQ's)
Legal Aid Mediation Services

1. What is Eviction Help Illinois?

Eviction Help Illinois is a state-funded network of legal aid and mediation service providers ready to help Illinoisans impacted by the eviction crisis. The goal is to keep people in their homes while also preventing foreclosures on rental property.

Eviction Help Illinois connects renters and landlords to rental assistance, legal information and mediation services where available. Legal aid attorneys are available to advise represent tenants should eviction proceedings move forward.

Services are funded by a partnership between the Illinois Department of Human Services and the Illinois Equal Justice Foundation.

2. How can tenants across Illinois access Eviction Help Illinois' free legal services?

- Call 855-631-0811;
- Visit https://evictionhelpillinois.org/ to chat with a virtual assistant; or
- Text "Eviction Help" to 844-938-4280 (English) or 844-938-4289 (Spanish).

Services are offered in English and Spanish.

3. How can landlords across Illinois access Eviction Help Illinois services?

Landlords can access free legal information and chat with a virtual assistant at https://evictionhelpillinois.org/.

4. Who are the legal aid partners in the Eviction Help Illinois network?

- Catholic Charities Legal Assistance (Provides legal advice across the state, representation in Cook and Lake Counties. No restrictions on immigration status.)
- Land of Lincoln Legal Aid (65 counties in central and southern Illinois)
- North Suburban Legal Aid Clinic (Lake and northern Cook County)
- Prairie State Legal Services (36 counties in northern and western Illinois)
- University YMCA (Immigrant populations in Champaign County)

Please note that all referrals should be made to the hotline, text and website information listed above rather than to the individual organizations listed here.

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***Cook County residents, including City of Chicago residents, can receive court-based rental assistance by contacting https://www.cookcountylegalaid.org**

Frequently Asked Questions
Legal Aid Mediation Services

5. Are legal aid providers present during the eviction call in my courthouse?

Legal aid organizations have a regular presence at the eviction call only in certain Circuit Courts. This is subject to change as case volume increases as the eviction moratorium draws to a close. For the most updated information, please call 855-631-0811

6. Why include mediation in Eviction Help Illinois?

Mediation is an opportunity for landlords and tenants to resolve issues with the help of a knowledgeable and neutral person.

7. Is mediation an option in my Court?

Eviction Help Illinois-funded court-based mediation services are available in the following counties: **Alexander, Champaign, Cook, Jackson, Johnson, Kane, Kankakee, Macon, Massac, Pope, Pulaski, Saline, St Clair, Union, Williamson and Winnebago.**

Eviction Help Illinois-funded mediation programs are available in the 1st, 6th, 16th, 17th, 20th and 21st Judicial Circuits.

Additional court mediation services are offered in **Lake, Madison and Rock Island Counties**. Other mediation program are in formation. For the most updated information, please call 855-631-0811

8. Who are the mediation partners in the Eviction Help Illinois network?

- Center for Conflict Resolution provides training for mediator in eviction mediation programs.
- Dispute Resolution Institute provides a combination of onsite and virtual eviction mediation services in the 1st, 6th and 20th judicial circuits.
- Resolution Systems Institute provides onsite/virtual hybrid mediation services in the 16th Circuit and virtual mediation programming in the 17th and 21st circuits.

9. Can legal aid and mediation programs help with court-based rental assistance applications?

Eviction Help Illinois partners can refer interested landlords and tenants to the Illinois Housing Development Authority (IDHA) court-based rental assistance online portal and to housing counseling organizations for guidance. Some may be able to assist with the applications though this is not their area of expertise.

Eviction Help Illinois

Legal Solutions for Your Housing Issues

Eviction Help Illinois Offers Free Legal Help for Illinois Residents Facing Potential Eviction

TO FIND OUT IF YOU ARE ELIGIBLE FOR FREE LEGAL HELP

CALL:
855.631.0811

VISIT:
evictionhelpillinois.org

TEXT EVICTION TO:
844.938.4280

Text option is not available in Cook County.

Eviction Help Illinois is a state-funded network providing free legal aid, mediation services, and connections to other resources including rental assistance in response to the eviction crisis. Mediation is an opportunity for landlords and tenants to resolve issues with the help of a knowledgeable and neutral person.

In order to receive free legal help, you must live in Illinois and have an income less than 80% of the median income (approximately $47,600 for one person/$66,000 for a family of four).

These services are funded via a partnership between the Illinois Department of Human Services and the Illinois Equal Justice Foundation.

By texting 844-938-4280, I agree to get text messages about my requests and related legal information from Illinois Legal Aid Online (ILAO). I understand that my consent to get texts is not required to get this eviction help. To stop getting messages, text STOP. For help, text HELP. Message and data rates may apply.

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Frequently Asked Questions (FAQ's)
Eviction Court Process

1. What eviction filings are allowed?

All eviction cases may be filed and set for return dates and status dates.

2. What eviction filings are allowed and can a landlord get an eviction order or judgment?

It depends. Because of the Supreme Court's temporary pause (also called a stay), certain cases that involve "covered persons" who are not a threat may not proceed to dispositive motion, trial, or judgment until the date to be determined by the court. However, plaintiffs (landlords) may attach a completed certification to their complaint to show they are exempt from the temporary pause. Plaintiffs may also file motions to be exempt from the pause by showing that a defendant is not a "covered person" or is clearly not eligible for rental assistance.

3. What can a tenant do to pause an eviction case?

At any time, tenants may provide the landlord with a completed tenant declaration stating that they are a "covered person." The written tenant declaration can be found here and in multiple languages, including in Arabic, Chinese, Hindi, Polish, Spanish, and Tagalog.

Tenants and landlords may apply for rental assistance program before filing/receiving eviction complaint. Plaintiffs who receive rental assistance may be obligated to dismiss their eviction case as a condition of receiving funding. Please check with the rental assistance provider on program requirements.

4. What happens while a rental assistance application is being processed?

Landlords and tenants should inform the judge that an application is pending (to check the status of applications submitted with the Illinois Housing Development Authority, click here), and the judge may continue the case to allow the application to be processed.

5. Can a landlord get an eviction order enforced?

It depends. Only the sheriff may enforce an eviction order, and while the Governor's moratorium is in effect, the sheriff may not enforce eviction orders in cases involving "covered persons" who are not a threat.

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Frequently Asked Questions
Eviction Court Process

6. Why is there a temporary pause on trials and judgments?

The courts are using this time to triage cases that cannot be enforced until the final expiration of the Governor's moratorium. Courts will guide landlords and tenants to the court-based rental assistance program and other services designed to help litigants avoid eviction and pay off rental arrears.

7. How can court partners help if there is no official eviction resolution program in the courthouse?

Court partners can:

- Refer litigants to the court-based rental assistance program as well as legal aid and mediation services;
  - In Cook County: https://www.cookcountylegalaid.org/
  - Outside of Cook County: https://evictionhelpillinois.org/
- Help litigants apply for court-based rental assistance and check the status of their applications;
- Ask for that a case be continued to allow parties to seek legal assistance and rental assistance and provide referral information for legal aid and rental assisatnce programs; and
- Direct litigants to the statewide approved orders in eviction cases to help facilitate resolutions (e.g., Agreed Order Dismissing Eviction Case with Permission to Reinstate, Agreed Order in Eviction Case (Pay & Stay), Agreed Order in Eviction Case (Defendants Agree to Move)) available here. You can see all the orders by clicking on "Orders in Eviction Cases."

Illinois Eviction Checklist for Landlords

Before You Start, Consider All Your Options

- [ ] **RENTAL ASSISTANCE:** You may be eligible for up to $25,000 in rental assistance payments without even having to go to court. To learn more, visit www.illinoisrentalassistance.org or call 866-454-3571.
- [ ] **NEGOTIATION OUTSIDE OF COURT:** You may be able to work out a resolution with your tenant without filing a court case. Check out www.evictionhelpillinois.org for more information for landlords.

Make Sure You Have All Your Paperwork

You can find all of the required forms at http://bit.ly/IllinoisForms. Call or text IL Court Help at (833) 411-1121 with questions about filing a case or finding a form.

- [ ] **TENANT DECLARATION:** Until September 18, you must give your tenant a "covered person declaration" before giving them any eviction notices.
- [ ] **EVICTION NOTICE:** Before you can file a case you must give your tenant an eviction notice and wait the number of days stated in the notice. For non-payment of rent, this will usually be five days.
- [ ] **LEASE:** You must include a copy of both the lease and the eviction notice when you file your case.
- [ ] **COMPLAINT and SUMMONS:** You must complete these forms that explain why you are filing a case and how the tenant can respond.

Begin Your Court Case

- [ ] **COURT FEES:** You will need to pay a fee to file your case. If you cannot afford the fee, ask the court clerk about applying for a fee waiver.
- [ ] **E-FILING:** All court papers must be filed electronically. If you need help filing or do not have access to a computer, call or text (833)411-1121.
- [ ] **SERVICE:** After you file your court papers, you will need to pay a fee for them to be delivered by the Sheriff (unless you have a fee waiver).

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Need Rental Assistance Help?

The Illinois Housing Authority Development (IHDA) And Illinois Department of Human Services (IDHS) has a network of community providers to assist with application submission, technology, and language access.

IHDA's Provider Network:

https://df7qosnywqs6g.cloudfront.net/wp-content/uploads/2021/05/Housing-Stability-Service-Providers_FINAL_5.11.2021.pdf

IDHS' Provider Network:

IllinoisRentalAssistance.org/Providers

Need additional support?

Call 866-ILHELP1 (866-454-3571)

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