Landlord Frequently Asked Questions

What is Sandy Tenant-Based Rental Assistance (TBRA)?
The Sandy Tenant-Based Rental Assistance Program provides temporary rental and utility assistance through December 31, 2017, to eligible households in the nine counties most affected by Superstorm Sandy (Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean, and Union).

How does the program work?
The tenant’s application is reviewed to determine eligibility. If the tenant qualifies, a briefing interview will be scheduled with a TBRA staff member and a voucher is awarded to the tenant to secure a rental unit or to remain at their current residence. An inspection will be scheduled by a TBRA inspector. If the inspection passes, the tenant will be leased the following month.

How are the payment portions determined?
The tenant is responsible for paying approximately 30% of their gross adjusted monthly income. The tenant will pay the landlord directly. The landlord will receive the remaining rental payment directly from the TBRA Program.

Is a security deposit provided by the TBRA Program?
The TBRA Program may approve the payment of a rental security deposit and/or utility deposits to the landlord for new rentals (based on the tenant’s qualification criteria) where the tenant has less than six months of gross income in their checking/savings accounts. Rental security and utility deposits, if any, are grants and not loans, and shall therefore be returned to the tenant at the end of the rental agreement.

What forms are required by the landlord?
Request for Tenancy Approval (RTA), W-9, Proof of Ownership (copy of deed, mortgage or tax bill), signed contract, and lease are required. The RTA and W-9 will be given to the tenant during their briefing interview.

The apartment was already inspected and approved by the township. Does it have to be inspected again? What does the inspection consist of?
Yes, a TBRA inspector is required to inspect the rental unit to make sure it meets federal Housing Quality Standards (HQS). These standards are intended to ensure that tenants live in safe, decent, and affordable housing. The areas looked at during the HQS inspection are:

Gas/Electric Utilities
Appliances
Electrical Outlets
Separate Entrance
Door/Window Locks
Window Screens
Fire Alarms
Plumbing
When will the landlord receive payment? Can it be received electronically as a direct deposit?
Direct deposit checks should be in the landlord’s account by the 1st of each month and no later than the 5th of each month. Paper checks should be received by the 5th of each month but no later than the 10th. The first month’s payment will be a paper check. Direct deposit is optional and an authorization form will be mailed to the landlord with the contract.

Is the TBRA Program responsible for getting the tenant signature on the RTA (where noted for tenant to sign) or is it the landlord’s responsibility?
The landlord should have the tenant sign the RTA before returning the document to the TBRA Program.

Does TBRA Program guidelines allow for additional occupants after the lease is signed?
As long as the landlord and tenant are in agreement with additional occupants, the TBRA Program allows additional household members. The tenant is required to notify the TBRA Program immediately and update their application to reflect the correct number of occupants so that the rent portion could be adjusted if applicable.