

City of Boston - AFSCME Council 93, AFL-CIO Housing Trust Fund

Rental Assistance Eligibility Criteria

The AFSCME/City of Boston Housing Trust will provide members with a 0% interest loan, up to a maximum of \$2,500 to rent new apartments, typically funding first and last month's rent. You are eligible for this benefit if

- You are currently a member in good standing of AFSCME, Council 93 and have been for at least two (2) years;
- Your base yearly income (not your household's total income) is less than \$72,050/year

Explanation of Benefit

This benefit is designed to be used to cover the expense of renting a new apartment. The actual amount received up to a maximum of \$2500, can be a combination of first and last month's rent.

The City of Boston Employees' Credit Union will lend funds to AFSCME members. The Trust will pay the costs associated with the originating and servicing of the loan. Once Trustees of the Trust have approved the loan, the member will complete the Credit Union application and arrange for the Credit Union to structure a repayment plan through a payroll deduction.

The funds will be sent from the Credit Union to the member's landlord or to the employee, at the employee's discretion. If the employee opts to receive the check, he/she must furnish receipts or swear through an affidavit that he/she has paid or will pay the amount for rental expenses.

The loan must be repaid within three years. However, the Credit Union may extend the repayment period, if the three-year repayment schedule would create a hardship for the member.

The AFSCME member agrees to repay the loan in its entirety regardless of employment status with the City of Boston.

A member cannot reapply for additional rental assistance or for emergency assistance for a period of three years or until they have repaid the loan, whichever is later.

The Loan Application Process

- a) As a first step, member must **pick up an application form**, which is available at the AFSCME office or can be downloaded from www.afscmecouncil93.org.
- b) Member **completes the application form**.
- c) Member secures a “**letter of good standing**” from AFSCME, Council 93 or your Local President or delegate and gives the completed application to the Trust Program Administrator at AFSCME, Council 93;
- d) The Trust Program Administrator reviews the application for completeness and forwards the application to the Trustees.
- e) The Trustees review the application.

If the application is not approved, the Trustees inform the member in writing of the reasons the application was denied.

If the application is approved, the Trustees issue a loan commitment letter.

- f) Once approved, if the member belongs to the Credit Union, he/she **completes the Credit Union application**. If the member does not belong to the Credit Union, he/she joins. The Credit Union works with the member to develop a repayment plan and the member arranges for a payroll deduction to repay the loan. The check is issued by the Credit Union, payable to either the landlord or to the member.