

Rental Assistance For Students and Employees Cuyahoga Community College



The program provides one month's rental payment up to \$1,000 to live in Sankofa Village in pre-approved rental units. This rental program is a one-time only pay open to current students and employees of Cuyahoga Community College.

Who is Eligible to Participate?

- Full-time students and full-time employees at Cuyahoga Community College

Employees should consult a tax advisor to ensure appropriate compliance with IRS filing requirements.

Requirements

- The Student or Employee must provide a signed lease agreement.
- The Student or Employee must receive a written commitment from the Campus District before beginning occupying the rental property. Payment will NOT be made for renters that have occupied their units prior to the date on the letter of written approval.
- The Student or Employee must occupy the rental property and it must be used as a primary residence.
- The Student or Employee will NOT receive assistance if they have not obtained a written Campus District confirmation of eligibility PRIOR to executing a lease agreement.
- This program can only be used once. Employees cannot receive assistance more than once.
- The program can only be used by one family member per household.

Rental Unit Eligibility Requirements

- Rental unit must be located in Sankofa Village.
- Rental must be on list of approved rental units. Please contact Jack Schmitt, Campus District for further details.
- Rental unit must meet City of Cleveland Building Code Standards.
- The Student or Employee must provide proof of an executed rental contract and security deposit.

Application Process

Step 1: Confirm eligibility to participate (see above requirements)

Step 2: Complete Inquiry Form – an email to Jack Schmitt, Campus District

Step 3: View partial list of approved rental units – Please contact Jack Schmitt, Campus District for details on approved rental units.

Step 4: Schedule visit of approved rental unit with Jack Schmitt

Step 5a: Apply for Housing Incentive Program with Campus District

Step 5b: Submit Rental application to Pennrose Properties for rental unit at Sankofa Village

Step 6a: Jack Schmitt will confirm applicant's student or employee credentials with Tri-C

Step 6b: Pennrose will confirm applicant's financial status

Step 7: Applicant will receive rental decision from Pennrose and Campus District.

Step 8: Applicant will execute a Lease with Landlord (Pennrose) for Sankofa Village unit.

Step 9: Pennrose will provide to Tri-C necessary documentation including signed lease & security deposit.

Step 10: Tri-C will make Rental Payment to Pennrose Properties for Student or Employee's first month's rent of Sankofa Village rental Unit.