



City of Fairfax
Finance Department

Rent Relief

10455 Armstrong Street Room 312
Fairfax, VA 22030
(703)359-2486

February 20, 2024

Dear City of Fairfax Resident,

Enclosed you will find the City of Fairfax 2024 Rent Relief application and instructions. Please read the following important information:

1. The deadline for submitting the application is **Monday, April 15, 2024**.
2. If you wish to submit your application in person or meet with Rent Relief Program Administrator, please call (703) 359-2486 to **schedule an appointment**. Due to the high number of applicants and the short submission window, **we cannot meet with residents without appointments**.
3. Application: Rent Relief Applicants are required to re-apply, **each and every year**.

TO BE ELIGIBLE FOR RENT RELIEF, APPLICANTS MUST:

1. Be over the age of 65 as of December 31, 2023 or,
2. Be 100% and permanently disabled (documented proof required).

AND

1. Have Total Household Qualifying 2023 Income of under \$40,000 for Rent Relief.

AND

1. Have Total Household Net Worth of less than or equal to \$150,000.

Rent Relief Grant.....10% of Annual Rent Paid up to \$2,000

Applicants with 2023 Total Household Qualifying Income exceeding \$40,000 do not qualify for Rent

Relief. Please keep in mind:

- The application due date is April 15.
- Appointments are required. Please do NOT walk in without an appointment.

If you have any questions, please call us at (703) 359-2486. We are looking forward to hearing from you.

RENT RELIEF APPLICATION

I/we wish to apply for the following Relief Program (Check the appropriate box):

1. Rent Relief for Persons **over 65 years of age.**
2. Rent Relief for Persons who are **100%, Permanently Disabled.**

I. Please complete for all persons residing at residence:

	Name	Relationship	Date of Birth	Social Security #
1		Applicant		
2		Spouse		
3				
4				
5				
6				

II. Please complete this section:

7	Address:	Cell Phone Number:
8	Home Phone:	Email Address:
9	Date moved to this address:	Total 2023 Rent paid at this address:
10	List other address(es) lived in during the 2023 Calendar Year:	

Please furnish rent receipts, canceled checks (1st month & 12th month), or a letter from your apartment management stating rent amount paid by you for the year 2023. Rent receipts and canceled checks will be returned to you after review.

A. Income - Complete For Applicant And Spouse Only

		Applicant	Spouse
11	Salary, Wages, Tips	\$	\$
12	Social Security (before Medicare deduction)		
13	Interest Income		
13	Dividends (Income From Stock)		
14	Pension, Annuity, Ira/401k		
15	Rent(S) Identify On Back Of Form		
16	Capital Gains		
17	Other Income – Alimony, Child Support, Etc.		
18	Disability Exemption (If Applicable) (\$10,000)	< >	< >
19	Total Income (Add Lines 11 Through 18)	\$	\$
20	Total Combined Incomes (Section A) Applicant & Spouse		

B. Income - Complete For Related Persons Living In Household

		Related Person	Related Person
21	Salary, Wages, Tips	\$	\$
22	Social Security (before Medicare deduction)		
23	Interest Income		
24	Dividends (Income From Stock)		
25	Pension, Annuity, IRA/401k		
26	Capital Gains		
27	Other Income – Alimony, Child Support, Etc.		
28	Income Exemption (If Applicable) (\$6,500)	< >	< >
29	Total Income (Add Lines 21 Through 28) Related Persons	\$	\$
30	Total Income Combined Income (Section B)		
31	Total Combined Incomes (Sections A & B)	\$	

C. Assets – List Real Estate Owned Other Than Residence			
	Address		Market Value
32			
D. Assets – List Value Of Motor Vehicles, Boats, Etc.			
	Year	Make & Model	Market Value
33			
34			
35			
34		Total Auto, Boats, Etc. Values -->	
			\$
E. Assets – List Cash Value Of Assets Listed Below			
		Applicant	Spouse
35	Savings Accounts	\$	\$
36	Certificates Of Deposit		
37	Checking Accounts		
38	Money Markets		
39	Retirement Accounts – (I.E. 401(K), 457b)		
40	Mortgage Or Rent Payable To Applicant		
41	Cash Value Of Annuity		
42	Other Notes, Etc. Payable To Applicant		
43	Stocks And Bonds		
44	Total (Section E.) Assets (Lines 35 - 43)	\$	\$
45	Combined Assets (Applicant & Spouse) Sections C, D, E)	\$	

F. Liabilities / Unpaid Bills As Of December 31, 2023			
	Liabilities	Applicant	Spouse
46	Notes Payable	\$	\$
47	Accounts Payable (I.E. Bills, Charge Accounts)		
48	Taxes Due (Federal, State, Other)		
49	Other Debts		
50	Real Estate Mortgages		
51	Other		
52	Total Liabilities For Applicant & Spouse (Add Lines 46 Through 51)	\$	\$
	Combined Liabilities (Applicant & Spouse)	\$	
	Combined Net Worth (Subtract Total Combined Liabilities From Total Combined Assets)	\$	

SWORN STATEMENT

Comes now _____ of legal age, having sworn and on my oath state the foregoing statements are true and accurate to the best of my knowledge and belief and I understand that any factor occurring during the taxable year for which this affidavit is filed that have the effect of exceeding or violating the limitations and conditions provided by Chapter 90, Division 3, Articles 70 to 79, of the Code of the City of Fairfax, Virginia, amended, shall nullify an exemption for the current taxable year.

Applicant: _____ Date: _____

Co-applicant: _____ Date: _____

Written notification of approval or denial of this application will be mailed to the applicant. All information on the application is confidential and not available for public inspection.

INSTRUCTIONS

Income Section of Application

The applicant must provide evidence (1st and last canceled rent checks) of rent paid during the 2023 year.

Applicants must provide complete documentation of all income received by every household member, including parents, working children, other relatives, and non-related occupants. The Application Documentation is listed at the bottom of this page.

Income figures can be found on the 2023 Federal and State Income Tax Returns.

The combined household gross annual income (before taxes) for the 2023 calendar year, including the applicant, spouse, household relatives, and non-related occupants, must **NOT exceed \$40,000** for rent relief. Proof of all gross income received in 2023 must be furnished for every household member.

Possible income deductions for this program are:

- Deduction of the **first \$10,000** from the gross income total for qualified applicants who are 100% permanently disabled.
- **\$6,500** per relative (other than the spouse) living in the same household.

Asset Section of Application

Applicants must provide final 2023 statements, as of December 31, 2023, from banks, stockbrokers, financial institutions, or investors who control or manage their money market accounts, certificates of deposit, stocks, bonds, checking accounts, savings accounts, retirement accounts, etc. This information must be included with the application.

The **maximum net worth limit** for rent relief eligibility is **\$150,000**, NOT including the primary residence for which rent relief is being sought and one acre of land on which that residence is located.

*Note that any increase in the value of stock or real estate between the time it was bought and the time it was sold should be considered.

Liabilities Section of Application (Unpaid Bills)

If the total assets (Line 45) are less than \$150,000, skip the Liabilities/Unpaid Bills section (F). Otherwise, proof of liabilities/unpaid bills due in December 2023 must be furnished.

Required documents

To complete the application, you will need to provide 2023 Federal and State Income Tax return information for you and all members of your household. Copies of these tax returns must be submitted with the application.

For first-time applicants, a valid photo ID is required and must be presented in person at your appointment. Please bring your completed application and all supporting documentation to your appointment.

Application Documentation Checklist

(All required if applicable. List below is not all-inclusive.)

INCOME SOURCE DOCUMENTS

Federal Income Tax Returns (required unless applicant does not have to file. Include all schedules and attachments), W-2 Forms, (1099 Forms) Earned Income, Interest, Dividends, Capital Gains, Pensions and Annuities, Social Security Benefits, Rental Income, Alimony, Child Support, Disability Benefits.

ASSET SOURCE DOCUMENTS

IRAs, 401(k), 457(b), etc., Cash value of Annuities, Checking and Savings Accounts, Stocks, Bonds, Mutual Funds, etc., Money Market, Certificates of Deposits, Real Estate (assessed value), Motor Vehicles, Boats, etc., Other.

LIABILITY SOURCE DOCUMENTS

Mortgage Statement, Credit Card Statements, Copies of Unpaid Bills as of December 31, 2023.

Proof Of Disability

Please note that this list of required documentation is not exhaustive, and the City reserves the right to request additional supporting documentation. Failure to provide all required documentation, including additional documentation that may be requested by the City, will result in the denial of your application.

All applications and supporting documentation must be submitted by the deadline to be considered for this program.

Please be assured that your application and supporting documentation are confidential and not subject to the provisions of the Virginia Freedom of Information Act.

Disability Requirements

If the applicant is seeking Rent Relief based on permanent and total disability, they must provide certification from one of the following sources:

- Social Security Administration, Veteran's Administration, or Railroad Retirement Board
- Two licensed medical doctors from different practices in Virginia certifying that the applicant is 100% permanently disabled as defined in Sections 70-35(b) and 90-75(b) of the City Code.

*Note that possession of a Motor Vehicle Handicapped sticker does not serve as proof of disability.

Methods of Submission

- **Mail** - Submit your application and all supporting documentation to 10455 Armstrong Street, Room 312, Fairfax, VA 22030.
- **Drop Off** - You can drop off your application and supporting documents in the Treasurer's Drop Box, located at the front of City Hall on Armstrong Street, by the flagpole.
- **In-Person** - You can submit your application in person by appointment only. Please call 703-359-2486 to schedule an appointment.

Disqualifying Factors

The following factors will disqualify applicants from receiving Rent Relief:

Residents of rental properties owned and leased by the Redevelopment and Housing Authority, or by HUD. Residents receiving Public Assistance, Residents of rental properties owned and leased by the Redevelopment and Housing Authority or by HUD, Residents of a non-profit facility whose owners are exempted from paying real estate taxes, Persons already receiving assistance under another rent relief program, Age - under the requirement to apply, Ownership - Applicant not listed as owner by December 31 of the previous year, Disability - Proof of 100% Permanent disability not received by deadline, Insufficient Income Documentation, Insufficient Assets Documentation, Exceeds Maximum Income allowed, Exceeds Maximum Asset Amount allowed, Deadline - Application received past deadline, Deadline - Missing supporting documents by deadline, Other factors not listed above.