



Community Action Inc. of Central Texas
2025 TENANT BASED RENTAL ASSISTANCE (TBRA)

Please check if one or more of the following situations relate to you:

- Person with disabilities (and can provide documentation from a medical provider)***
- Person with substance use disorders***
- Person living with HIV/AIDS (PLWH)***
- Person with Violence Against Woman Act (VAWA) protections***
- Farmworker***
- Homeless***
- Veteran***
- Wounded warrior (as defined by the Caring for Wounded Warriors Act of 2008)***
- Public housing resident***
- Persons transitioning out of incarceration***
- Person impacted by a state or federally declared disaster***
- Person transitioning out of foster care and nursing facilities***

2025 TENANT BASED RENTAL ASSISTANCE (TBRA)

This program supports income-eligible households on their path to self-sufficiency by providing rental assistance for qualifying residences. Rental subsidies may be provided for up to twenty-four (24) months after approval by the Texas Department of Housing and Community Affairs.

Depending on the number of applicants, you may be put on the waiting list awaiting random selection after you have submitted all required documentation. Processing of complete and accurate applications typically can take up to 24 weeks.

APPLICATION INSTRUCTIONS

1. Complete application using **blue or black ink only**.
2. Do **NOT** use any type of white out or correction fluid.
3. If you make a mistake, **draw one line through the mistake and initial it**.
4. You must fill-in **ALL** blanks. If the question does not apply to you, write N/A.
5. Gather and make a copy of **ALL** of your required documents as listed on the next page.

Please return the application and supporting documents in the following ways:

- **In Person to:** Community Action Inc. of Central Texas at
215 S Reimer Ave. Ste 130 – San Marcos, TX 78666 – (8am to 5pm (12 to 1 closed for lunch))
- **Mail to:** Community Action Inc. of Central Texas at
P.O. Box 748 – San Marcos, TX 78667-0748 (Attention: TBRA case manager)
- **Fax to:** 512-396-4255 (Attention: TBRA case manager)
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Incomplete applications, missing required documents, or illegible information will prevent your application from being processed.

Please review your application to make sure you have completed all forms in full, have included all required support documents, and all information can be read clearly before submitting your application.

The checklist on the following page can help.

We look forward to assisting you!

M. Francesca Ramirez, MSW

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TBRA Program Coordinator

If you have any questions regarding this request for documentation, please contact:

- Email: rentalassistance@communityaction.com
- Phone: 512-392-1161



Support documents required:

- ❖ *Social Security cards for all members of the household.*
- ❖ *Proof of Identity for 18 and older (one of the following):*
 - Driver's License*
 - Military ID*
 - State-Issued ID*
- ❖ *Proof of Citizenship for all members of household (one of the following):*
 - U.S. Birth Certificate*
 - U.S. Citizen Card*
 - U.S. Passport*
 - Permanent Resident Card*
- ❖ *Proof of income for all members of household 18 and older for the previous 30 days from the date application is signed*

Applicant Acknowledgement:

I understand that I must complete the application forms and supply all documents list above before I can be added to the TBRA Program Waiting List.

I acknowledge that if I am selected from the TBRA Waiting List, **I agree to supply additional documents**, including Proof of Income for all income sources, financial records for all checking, saving, and investment accounts, or notarized statements **when requested**.

Applicants Initials: _____

Date: _____