



Union County COVID-19 Emergency Rental Assistance Program

Landlord Checklist

If you are an owner/landlord who would like to become eligible to receive emergency rental assistance payments on behalf of your tenant, you must complete a Landlord Application in the Union County COVID-19 Emergency Rental Assistance Program Portal. **Tenants are only eligible to receive a maximum of 18 months of assistance.** Documentation needed to complete the Landlord Application is listed below.

- 1. Contact Information:** Your email address and phone number
- 2. Identification Number:** Social Security Number or Tax Identification Number
- 3. W-9 Form:** Completed and signed W-9 form (can be downloaded from the website)
- 4. Payment Method:** Must provide your wire transfer/ACH Payment information (after applying, you will receive a link from Bill.com to set up an account with your payment information – we are using Bill.com to make payments)
- 5. Tenant Documents** (for **EACH TENANT**, you will need to provide the following):
 - Tenant Name
 - Tenant Email Address
 - Tenant Address
 - Leases begin date and end date
 - Month base rent amount
 - Past due rent amount
 - Tenant Type of Rent Subsidy Program (if applicable)
 - Tenant Subsidized Amount (if applicable)
 - Tenant Responsible Amount (if receiving a subsidy)

Note: There are excel templates available through the application portal if you are applying for 10 or more tenants and do not want to enter their information separately. There are two different templates for rent information and rental subsidy information.

- 6. Lease & Rent Ledger:** Executed/Signed Lease Agreement and Rent Ledger for Each Tenant. **For Management Companies**, the Lease agreement must state that

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the Management company is managing property for the private landlord listed on qPublic, If not additional documentation will need to be provided.

- 7. Landlord Rent Verification Form:** For each tenant, landlords will need to sign a Landlord Rent Verification Form to confirm the amount owed by the tenant and the current base rent amount. In order for tenants to receive assistance with prospective months, landlords will need to include prospective months on the Landlord Rent Verification Form.
- 8. Attention Private Landlords!** Additional Information will need to be provided by private landlords to receive funding:
 - **Photo ID & Proof of Residency:** Private landlords will need to provide a copy of their Photo ID and proof of residency (such as: mortgage statement, utility bills, rental agreement, etc.) prior to receiving payment. Property Management Companies will be required to provide a lease agreement for the tenant that states the homeowner's name and list the property management company as the agent. If the lease does not include this information, other supporting documentation will be required.
 - **Proof of Tenant Payments:** Private landlords need to provide written receipts, bank deposits, or cash app payments for applicants requesting \$7,000 or more in assistance. Landlords will also need to provide a signed Payment Verification Form along with all proof of payments.

If a discrepancy is found or information cannot be provided by Private Landlords, additional Quality Control vetting will be required to identify validity of rental agreement.