

8-2-2021

### **Landlords/Property Owners ERAP Documentation Requirements**

Landlords need to submit the following documentation to establish your lease, proof of ownership, and the monthly rent you are owed.

1. W-9 tax form information must be keyed into Owner Account in ERAP portal
2. Direct deposit information must be keyed into Owner Account in ERAP portal
3. Executed lease with tenant application - Upload at least pages of lease that identify tenants on lease, address of unit, monthly rental obligation, and signature page. If more than one lease covers the period for which assistance is requested, provide each.
4. Landlord Monthly Rent Confirmation Form or ledger identifying the rental amount due by month. Do not include non-rent amounts such as parking or late fees.
5. If applicable, owner affidavit or signed agreement designating property management company/agent as authorized recipient of ERAP funds.

Landlords/Owners must create unique accounts for unique legal business entities. For example, if an owner has established multiple LLCs for properties, a separate ERAP account is needed for each.