

EMERGENCY RENTAL ASSISTANCE PROGRAM

LANDLORD CHECKLIST



ARE YOU ELIGIBLE TO APPLY FOR CA COVID-19 RENT RELIEF? (MUST CHECK ALL TO BE ELIGIBLE)?

- Are you the property owner or the property management/agency who has legal authority to lease the unit?
- Do you have one or more eligible renters with unpaid rent between April 1, 2020 and March 31, 2021, due to a COVID-19 related event?
- Do you have a renter lease or written agreement with the eligible renter(s)?
- Do you agree to receive only 80% of unpaid rent and waive the remaining balance of 20% of the unpaid rent?

If you checked ALL of the above, you are eligible to apply. Before applying, you'll need the following items. (A full list of acceptable paperwork can be found at [HousingIsKey.com](https://www.housingiskey.com))

- IRS W-9 Form
- To verify Residence (need ONE of the following):
 - Lease agreement
 - State issued program id with license
 - Official letter from third party showing name and address
 - Government issued library card
 - Utility statements from provider
- To verify Ownership (need ONE of the following)
 - Property deeds
 - Mortgage note
 - Property tax forms
 - Homeowner insurance
- To verify Rent Owed (need ONE of the following)
 - A current lease signed by the applicant and the landlord that identifies the unit where the applicant resides and establishes the rental payment amount.
 - In the absence of a signed lease, evidence of the amount of a rental payment may include:
 - Bank statements
 - Check stubs, or other documentation that reasonably establishes a pattern of paying rent
 - Written attestation by a landlord who can be verified as the legitimate owner or management agent of the unit

Paperwork is subject to cross-referencing across other government and, where applicable, third-party databases. This review is to verify the validity of the submitted items and the information included.

Once you've put together the required information above, visit chulavistaerap.com