

## New York State

# Emergency Rental Assistance Program

## Information for Landlords and Property Owners – Document Checklist

The New York State Emergency Rental Assistance Program (ERAP) assists eligible households behind on their rent that have experienced financial hardship due to COVID-19 and are at risk of homelessness or housing instability.

### When applying, landlords and property owners will need to provide:

- **W-9 tax form** by typing this information in the Owner Account on the ERAP portal.
- **Executed lease** with tenant applicant, or if there is no written lease, a cancelled check, evidence of funds transfer or other documentation of the last full monthly rent payment. Upload pages of lease to at least include unit address, tenants on lease, monthly rental obligation, and signature page.
- **Documentation of rent due** from tenant by uploading a monthly rent confirmation form or ledger identifying the rental amount due by month. Do not include non-rent payments such as late fees or parking fees.
- **Banking information** by typing in direct deposit information in the Owner Account on the ERAP portal.
- If applicable, an owner affidavit or signed agreement designating the property management company/agent as authorized recipient of ERAP funds.

The property owner or an authorized property management company will be required to sign the application form and associated certifications agreeing that the information provided, including the amount of rental arrears owed, is accurate and does not duplicate a payment received from another program.

The property owner or authorized property management company must also agree to the following terms as a condition of accepting rental arrears payments:

- The ERAP payment satisfies the tenant's full rental obligations for the time period covered by the payment.
- Waive any late fees due on any rental arrears covered by the ERAP payment.
- Not increase the monthly rental amount above the monthly amount due at the time of application for ERAP assistance for months for which rental assistance is received and for one year from receipt of the ERAP payment.
- Not evict the household on behalf of whom the ERAP payment is made for reason of expired lease or holdover tenancy for one year from the receipt of the ERAP payment. An exception to this requirement shall be made if the dwelling unit contains four or fewer units and the property owner or owner's immediate family members intend to immediately occupy the unit for use as a primary residence.