Henry 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 Henry County COVID-19 Emergency Rental Assistance Program Portal. 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:** Indicate if you prefer a mailed check or ACH Payment (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
- Monthly base rent amount
- Past due rent amount
- Late Fees
- Tenant Type of Rent Subsidy Program (if applicable)
- Tenant Subsidized Amount (if applicable)
- Tenant Responsible Amount (if receive 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