

EMERGENCY RENTAL ASSISTANCE PROGRAM

LANDLORD CHECKLIST



ARE YOU ELIGIBLE TO APPLY FOR CHULA VISTA'S RENTAL ASSISTANCE PROGRAM (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 an 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.

- IRS W-9 Form;** If TIN is SSN then a copy of the Social Security Card, W-2 OR first page of tax return. If TIN is EIN, then a copy of Form SS-4, IRS confirmation, first page of tax return OR State FEIN
- Photo ID, if you own/manage less than 3 units**
- Property Management Contract, if you are the property manager**
- To verify Chula Vista Residence of tenant (need ONE of the following):**
 - Lease agreement OR if no lease agreement signed attestation from the landlord verifying rental agreement with the tenant
 - State issued program ID with license
 - Official letter from third party showing name and address
 - 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 (submit ALL that apply)**
 - A current lease signed by the applicant and the landlord that identifies the unit where the applicant resides and establishes the rental payment amount. If a lease is not available, please submit one of the following: a signed attestation by the landlord who can be verified as the legitimate owner or management agent of the unit, utility bill in the applicant's name, bank statement showing payments to the landlord, or check stubs showing evidence of paid rent.
 - Past rent due statements, rent ledger, OR signed attestation from the landlord for rent past due from April 1, 2020 to March 31, 2020

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