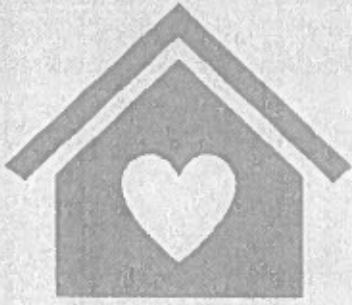


# INFORMATION FOR LANDLORDS



[SJCINDIANA.COM](http://SJCINDIANA.COM)

## ST. JOSEPH COUNTY COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM

St. Joseph County's Emergency Rental Assistance (ERA) is designed to decrease evictions, increase housing stability, and prevent homelessness by helping renters whose income has been negatively impacted by COVID-19.

ERA can provide eligible renters with up to twelve (12) months of rental assistance to help cover past due and monthly rent obligations. ERA may also provide utility assistance to qualifying tenants. A landlord may encourage tenants in need of assistance to apply through Partner Agencies. Assistance payments for approved applications will be directed to the tenant's landlord.

### A Landlord should know:

- Full rent may be paid up to published limits
- ERA will pay the lesser of the lease amount or the published limit
- ERA is unable to pay deposits
- Any un-paid rental obligation, including rent exceeding the published limit, is the responsibility of the tenant
- Utility assistance may not be provided for utilities included in the lease
- A complete W-9 and ACH form must be provided to receive direct payments
- Multiple bank accounts may be submitted only if multiple Tax ID Numbers are provided
- Tenant may receive direct payments if a Landlord refuses to participate in ERA

### To participate in the program, a Landlord should:

- Encourage tenants to apply for assistance through Partner Agencies
- Encourage tenants to use an email address the tenant can easily access on a regular basis
- Verify your account information including (W-9 and banking information)
- Work with participating agencies to provide requested documentation, including but not limited to, leases and rental ledgers
- Return electronic communications concerning applicants as quickly as possible

### What should I do now?

**STEP 1 –** Speak with residents that have fallen behind on their rent. Assist them in applying for ERA using their email address. Share with them the state's Coronavirus Eviction & Foreclosure Prevention Guide which includes a variety of resources.

**STEP 2 –** Share with them our Tenant flyer and encourage them to visit [sjcindiana.com](http://sjcindiana.com) to locate a Partner Agency near them to apply for the Emergency Rental Assistance.

**STEP 3 –** Review the ERA FAQ and Assistance Examples

Please Note: Submission of an Application does not guarantee approval; applications will be approved based upon eligibility criteria in the enabling statute. The program will be administered in a manner that treats all applicants equally regardless of race, color, national origin, sex, familial status, age, and disability, and in a manner compliant with federal, state, and local laws. This project is being supported, in whole or in part, by CFDA 21.023 awarded to St. Joseph County, Indiana by the U.S. Department of the Treasury.



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